COMMUNITY PARTNERSHIPS FOR CHILDREN and MASSACHUSETTS FAMILY NETWORK

Request for Proposals (RFP)

Due by Monday, September 28, 1998

Massachusetts Department of EDUCATION

August, 1998

The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023 Telephone: (781) 388-3300

MEMORANDUM

TO: Superintendents, Head Start Directors and Child Care Resource and Referral Directors

FROM: David Driscoll, Commissioner (Interim) DPD

SUBJECT: Early Childhood Grant Opportunities:
Community Partnerships for Children and Massachusetts Family Network

DATE: August 12, 1998

I am pleased to announce that the Legislature and Governor demonstrated their strong support for young children and their families by adding $20.5 million to the Department's budget for early childhood education. Many early care and education programs and family support programs work with scarce resources to provide quality programs. Appropriation of these additional funds demonstrates a recognition of the important work you do and provides opportunity to expand on that work. Please note that our focus is on accountability. We are asking for more data as part of these applications. We will also be collecting and reviewing all of the evaluation reports to assess outcomes in terms of benefits to children and families as this is the heart of the matter.

Community Partnerships for Children

The Department's budget for FY '99 includes an additional $16.5 million to support the Community Partnerships for Children program. These new funds can be used to expand existing programs and to create new programs in communities that do not currently have a program. I hope these new funds will allow more cities and towns to join the CPC initiative as well as serve additional children in communities already participating. While these are competitive grants, the chances of being funded this year are good and I encourage all communities to apply.

Massachusetts Family Network

The Department's budget also includes an additional $1 million for the expansion of the Massachusetts Family Network. This program currently provides services in 118 communities across the state. While there is great interest in this program, I anticipate that the Department will be able to fund only five or six proposals from the many excellent ones we anticipate receiving.

In addition to sending out this memorandum and applications, we will be sending a one-page memorandum to all licensed child care centers and family child care providers notifying them that new funds are available (copy attached). In the memorandum I recommend that they contact their local school system or the nearest Head Start or Child Care Resource and Referral

Agency for a copy of the application, and to find out who the lead agency is in the community and/or when meetings are scheduled to draft a proposal. I would appreciate your assistance in making sure that all interested parties receive the information they need to participate in developing a system of early care and education in your community.

An original and three copies of each proposal are due by 5:00 P.M., Monday, September 28, 1998. Please mail or deliver proposals to:

Early Learning Services
Massachusetts Department of Education
350 Main Street
Malden, MA 02148

If you have any questions, please call either the Early Learning liaison to your community or the general number for Early Learning Services (781-388-3300, ext. 357). Thank you for your efforts on behalf of young children and families.

Enclosures:

- The Community Partnerships for Children Grant Application for high quality, comprehensive early care and education programs for preschool-aged children of working families, with an emphasis on full-day, full-year programs. All communities are eligible, but only one application will be accepted from each community.

- The Guide to Community Partnerships for Children which assists communities starting or running Community Partnerships programs. The Guide provides information on key topics associated with the program, such as implementing sliding fee scales and developing subcontracts.

- The Massachusetts Family Network Grant Application for the development of family outreach and support programs for families of children birth to age three. Only one application will be accepted per community or area.

- The Memorandum to all Office of Child Care Services licensed early childhood programs informing them of the availability of new funds.

All of these materials are also available over the Internet at the Department of Education address -- www.doe.mass.edu/doedocs/grants.

The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023 • (781) 388-3300

David P. Driscoll
Commissioner of Education (Interim)

MEMORANDUM

To: Child Care Providers and Other Interested Parties

From: David P. Driscoll, Commissioner (Interim)

Subject: Announcement of Early Childhood Grant Opportunities:
Community Partnerships for Children
Massachusetts Family Network

Date: August 12, 1998

The Department of Education is pleased to announce the expansion of both the Community Partnerships for Children program and the Massachusetts Family Network program. Community Partnerships for Children supports communities in developing and enhancing the quality and comprehensiveness of early care and education programs for preschool-age children of working parents and in building a local system of care and education for young children and families. The Massachusetts Family Network supports parent outreach and support for the families of children birth through age three. Please note that our focus is on accountability. We are asking for more data as part of these applications. We will also be collecting and reviewing all of the evaluation reports to assess outcomes in terms of benefits to children and families as this is the heart of the matter.

The Legislature and the Governor have increased the funding of the Community Partnerships for Children program this year. All communities are eligible to apply for new funds. I encourage all communities to apply, including those that have not been funded in the past. The chances of being funded this year are very good.

The funding to support the Massachusetts Family Network was increased by $1 million. This program currently provides services in 118 communities across the state. While there is great interest in this program, I anticipate that the Department will be able to fund only five or six proposals. Only communities that do not currently have a Massachusetts Family Network are eligible to apply.

The Department will accept only one Community Partnerships for Children and one Massachusetts Family Network proposal per community in order to encourage collaboration within the community. Two or more communities may submit a joint proposal.

The Request for Proposals for both of these programs has been sent to school superintendents, contacts for existing Community Partnerships for Children programs and early childhood special education programs, Head Start and Child Care Resource and Referral Agency directors. You should contact one of these people to request a copy of the application, and to find out who the lead agency is in the community and/or when meetings are scheduled to draft a proposal.

Proposals for both programs are due by September 28, 1998. I urge you to consider participating in this opportunity to support the development of young children and their families in your community.

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INSTRUCTIONS FOR COMPLETING BOTH GRANT APPLICATIONS

Developing the application and budget is the responsibility of the lead agency in collaboration with its council or coalition. Once a council has approved the proposal, the lead agency is responsible for submitting the application. Those Massachusetts Family Network sites that have been receiving funds through contracts will now receive funds by grant.

What is in this package:

1) The *Request for Proposals* describes the purpose, priorities and requirements of each program.
2) Parts I & II, the *Standard Application for Grants,*, contains the signature and budget pages that must be completed. These standard forms must be submitted for each grant program.
3) Part III, *Required Program Information* describes the narrative portion of the application.
4) Part IV, *Statistical Information,* required data or statistics relating to the program.
5) Attachments

What to submit:

Letter of Intent (for Massachusetts Family Network [MFN] applicants only)
To assist the Department in planning for the proposal review process for MFN proposals, applicants should submit a letter of intent to apply by 5:00 p.m. on **September 11, 1998**. This letter requires only a simple statement of intent that includes the names of the participating community or communities. **Letters should be mailed or faxed to Rachel Weil, Early Learning Services, Department of Education, 350 Main St., Malden, MA 02148. FAX # 781-388-3394.**

Grant Applications: For MFN and CPC programs, each proposal package should include:

- Part I: General (signature page)
- Part II A: Line Item Budget
- Part II B: Project Expenditures (Detail Information)
- Part III: Required Program Information Section
- Part IV: Statistical Information Section (CPC only)
- Attachments requested by MFN or CPC program application

For each grant proposal, submit one application with an original signature and three (3) copies of the proposal. The proposal must be signed by an authorized person representing the lead agency.

Where and when to submit the application:
The due date for the applications is on or before **5:00 P.M. , September 28, 1998**.

Submit the application and copies to: **Early Learning Services, Department of Education, 350 Main Street, Malden, Massachusetts 02148**

How to get assistance:
For CPC: Call the early childhood liaison for your community if you have questions or concerns. Also consult the "Guide to Community Partnerships for Children" (revised July, 1998), and the Department's Grants for Schools: Getting Them and Using Them: A Procedure Manual (April, 1998). If you do not know the liaison, call 781-388-3300, extension 357.
For MFN: Call 781-388-3300, ext. 355 (Rachel Weil) or ext. 210 (Fran Basche)

This grant application package is available over the Internet in *IBM Word Perfect 6.1 for Windows* and in *Macintosh Microsoft Word* at *www.doe.mass.edu/doedocs/grants.* The documents cited above are also available on the Department's web site, *www.doe.mass.edu.*

Massachusetts
Department
of Education

STANDARD APPLICATION

FOR

PROGRAM GRANTS

fm-st-ap.99

INSTRUCTIONS

General Instructions: The Standard Consolidated Application for Program Grants has been developed for the purpose of collecting information for multiple grant programs at one time in a consistent and simplified manner. An application may contain up to four discrete parts as follows:

Part I - general descriptor information in a consolidated format which identifies the applicant, the source and type of funds being applied for, and a single certification/sign off by an authorized agency representative.

Part II - consolidated budgetary information structured in an object of expenditure or line item format and containing sufficient sub-line item information to comply with the relevant laws.

Part III - a program narrative section including detailed program information required by law or regulations which govern the grant program.

Part IV - a section to report relevant statistical information required under the grant program.

Minimally, an application will contain Parts I and II, and may include either or both Parts III and IV, depending on the unique requirements of the grant program. A current and appropriate master agreement covering specific compliance requirements applicable to the administration of grant funds, must be submitted with the application if the applicant has not already filed a three-year master agreement with the Department. In addition, a set of standardized schedules has been developed for the purpose of collecting supplemental information for certain programs and projects. Please refer to the request for proposals to determine which, if any, schedules are required to be filed with your application for funding.

Grant recipients are advised that: (1) while grants may be applied for in a consolidated manner, separate and auditable records must be maintained for each project, (2) payrolls must be supported by time and attendance records, (3) salaries and wages of employees chargeable to more than one grant program must be supported by time distribution records, and (4) funds must be administered in compliance with relevant federal, state and local laws, regulations and policies.

Specific instructions: Part I (General Descriptor Information)

Item

(A) Legal name and address of applicant agency.

(B) Self explanatory

(C) The appropriate and responsible representative (i.e. the superintendent, collaborative director, or chief executive officer of an agency) must sign the certification, indicating his/her typed name, title and the date signed. In the absence of the above named officials, an assistant superintendent or similar administrator, depending on the agency, may sign provided that he/she has been appropriately delegated this authority.

(D) Indicate the name, telephone number and address of a person in the applicant agency who will be responsible for answering questions and providing information regarding the grant project.

Specific Instructions: Part II (Budgetary Information)

The budgetary part of the Standard Application contains financial information to support project expenditures. Its purpose is to consolidate budgetary information, using a line item or object of expenditure format. There are two sections: (A) requests line item amounts and totals for all grants being applied for in a consolidated format; (B) requests required detail information for the sublines of each project.

If the space provided on the detail page is insufficient to supply the requested information, attach additional sheets as necessary. However, please make every effort to use only the space provided.

There is sufficient detail in the budget format to cover most costs to be included under a project. However, all allowable items may not be listed (these can be included under "Other-Non Classified"), and certain listed items may not be allowable under all grant programs. Refer to the Request for Proposals or contact the appropriate representative of the Department if you have any questions regarding particular costs.

Part II

(A) Line Item Budget Column:

(1) Supervises project staff and/or directs the project. Costs included under this line item must be directly attributable to the project and documented.

(2) Professional staff that provide direct educational/instructional services under the project.

(3) Other staff that provide services necessary to support direct educational/instructional services under the project. Costs included under this line item must be directly attributable to the project and documented.

(4) If fringe benefits are offered to project staff, these benefits must be granted under approved plans and be consistent with the applicant agency's standards for similar costs supported with other than project funds.

(5) Services which cannot be provided by other full or part-time staff employed by the project. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Recipients must adhere to relevant procurement standards when advertising for or soliciting potential service providers. Costs for substitutes and stipends would normally be reflected in this budget line.

(6) Costs necessary to carry out the project. Supplies are defined as expendable personal property having a useful life of less than one year <u>or</u> an acquisition cost of less than $5,000 per unit.

(7) Costs for employees on official business incident to the project. Costs must be consistent with the applicant agency's standards for similar activities supported with other than project funds.

(8) Other:

Advertising - Costs for newspaper, magazine, radio, television, direct mail, trade paper, or other advertising provided that the costs are solely for: (a) recruitment of personnel required for the project, (b) solicitation of bids for procurement of goods or services required for the project.

Maintenance and Repairs - Costs incurred for maintenance or repair of equipment purchased with project funds necessary to keep it in efficient operating condition.

Memberships and Subscriptions - Costs of membership in civic, business, technical and professional organizations provided that: (1) the benefit from the membership is related to the project, (2) the expenditure is for agency membership, (3) the cost of the membership is reasonably related to the value received, and (4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

Printing and Reproduction - Costs incurred for printing and reproduction services necessary for project administration, including forms, reports, manuals and informational literature.

Transportation - Costs for pupil travel to and from school, between schools and in and around school buildings and for appropriate field trips or site visits, etc. related to the project.

Telephone/Utilities - Direct costs for telephone/telecommunications service and utility expenses which relate exclusively to the project.

Rental of Space/Equipment - Direct costs for rental of space/equipment which relate exclusively to the project, provided that the total cost does not exceed the rental costs for similar space or equipment supported with other than project funds.

Non-classified - Use this category for allowable costs not included under the above line items.

(9) For all school districts in Massachusetts, costs must be consistent with the rate established by the Department's Office of School Finance. For other than school systems, applicant agencies must comply with provisions of CFR 34 S.76.561. (Please note that indirect costs are not allowable under certain grant programs. If you have any questions regarding this issue, contact the appropriate representative of the Department.)

(10) Costs necessary to carry out the project. Grant Equipment is defined as tangible non-expendable personal property having a useful life of more than one year <u>and</u> an acquisition cost of $5,000 or more per unit.

Part II

(B) Detailed Information for each grant sought.

(C) Self explanatory

(D) List the title of the staff employed under the project. In identifying the title, you should attempt to relate the title to any certification or licensing standards which may be required for the position.

(E) Indicate the actual number of staff (head count) for the positions listed under *Title*.

(F) Summarize and indicate the time funded as a percentage of full time equivalency for the positions listed under *Title*.

(G) For all positions listed under *Title*, check if the staff are members of the Massachusetts Teachers' Retirement System (MTRS). **(Disregard this requirement for state funded programs.)**

(H) Indicate the amount budgeted for the positions listed under *Title*.

(I) Indicate the subtotal of the amounts for each line item.

(J) Indicate the amount of *Fringe Benefits* allocable to the Massachusetts Teachers' Retirement System.

(K) Self explanatory

(L) Self explanatory

(M) Self explanatory

(N) Self explanatory

(O) Self explanatory

(P) Indicate the rate applied.

(Q) Identify the item and quantity to be purchased and provide a brief statement of need and the amount.

PART I - GENERAL APPLICANT:

D.

FUND CODE	PROGRAM NAME FEDERAL GRANTS	CONTACT PERSON	TELEPHONE (A/C) Ext.	MAILING ADDRESS OF GRANT CONTACT PERSON (if different from applicant address on front cover of grant) (School/Organization Street City/Town Zipcode)

PART II - LINE ITEM BUDGET A. APPLICANT:

Fund Code	1. Administrators	2. Staff: Instructional & Professional	3. Staff: Support	4. Fringe		5. Contractual Services	6. Supplies & Materials	7. Travel	8. Other Costs	9. Indirect Costs	10. Equipment	TOTAL
				MTRS	Other							

MASSACHUSETTS DEPARTMENT OF EDUCATION
STANDARD CONSOLIDATED APPLICATION FOR PROGRAM GRANTS

PART I - GENERAL

A. APPLICANT (Lead Agency):
ADDRESS:
TELEPHONE: ( )

B. APPLICATIONS FOR PROGRAM FUNDING

Check here to indicate the grants for which you are applying.	FUND CODE	PROGRAM NAME	PROJECT DURATION	
	FY'99	STATE - Competitive	FROM	TO
	391	Early Childhood - Community Partnerships	7/1/98	6/30/00
	296	Massachusetts Family Network	7/1/98	6/30/99

C. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS.

TYPED NAME:	TITLE:
SIGNATURE:	DATE:

D. PROGRAM CONTACTS and COLLABORATING COMMUNITIES:

NAME	TELEPHONE area code extension	MAILING ADDRESS
Lead Agency Contact: Program Contact:		
List of Collaborating Communities:		

PART II PROJECT EXPENDITURES

B. DETAIL INFORMATION

APPLICANT: FUND CODE:

C. ASSIGNMENT THROUGH SCHEDULE A

Check this box ONLY if this project will be using funds assigned by more than one agency. A completed Schedule A, with signatures and the amount of funds assigned by each participating agency, must be attached to this Budget Narrative. ☐

D. TITLE	E. # OF STAFF	F. FTE	G. MTRS *	H. AMOUNT	I. TOTAL
1. ADMINISTRATORS: (Lead Agency Only)					
SUPERVISOR/DIRECTOR					
PROJECT COORDINATOR					
SUB-TOTAL					
2. INSTRUCTIONAL/PROFESSIONAL STAFF:					
(Lead Agency Only)					
SUB-TOTAL					
3. SUPPORT STAFF: (Lead Agency Only)					
AIDES/PARAPROFESSIONALS					
SECRETARY/BOOKKEEPER					
OTHER					
SUB-TOTAL					

*Check the MTRS box if the identified employee(s) is/are a member of the MA Teachers' Retirement System. This requirement applies only to federally funded grant programs.

4. FRINGE BENEFITS:	AMOUNT	LINE ITEM SUB-TOTAL
J. MA TEACHERS' RETIREMENT SYSTEM		
K. OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA)		
SUB-TOTAL		

L. 5. CONTRACTUAL SERVICES: Indicate the services to be provided and the rate to be paid per hour or per day, whichever is applicable. RATE Hour/Day	AMOUNT	LINE ITEM SUB-TOTAL
CONSULTANTS $		
SPECIALISTS $		
INSTRUCTORS $		
SPEAKERS $		
STIPENDS $		
SUBSTITUTES $		
OTHER (CPC: Attach a list of subcontractors for services to children, include agency (or "to be selected"), # of children, a rate for # of days/hours. MFN: List agency, service, rate)		
SUB-TOTAL		
M. 6. SUPPLIES AND MATERIALS: Items costing less than $5000 per unit or having a useful life of less than one year. Briefly describe below.		
SUB-TOTAL		
N. 7. TRAVEL: Mileage, conference registration, hotel and meals		
SUB-TOTAL		
O. 8. OTHER COSTS: Please indicate Other Costs in the space provided. Advertising, Maintenance/Repairs, Memberships/Subscriptions, Printing/Reproductions, Transportation of Students, Telephone/Utilities, Rental of Space/Equipment, Non-Classified		
SUB-TOTAL		
P. 9. INDIRECT COSTS Approved Rate:		
Q. 10. EQUIPMENT: Items costing $5,000 or more per unit and having a useful life of more than one year. Itemize and state below the need for each item.		
SUB-TOTAL		
TOTAL FUNDS REQUESTED		

COMMUNITY PARTNERSHIPS

FOR

CHILDREN

Name of Grant Program:	Community Partnerships for Children (CPC)	**Fund Code:**	391

Purpose: The program provides comprehensive, high-quality programs for preschool-aged children and their families with the planning and oversight of a Community Partnerships Council. Working together, agencies and families in a community or group of communities build a network of programs and services that increases the availability, affordability and quality of programs that are responsive to the needs of working parents and that contribute to the healthy development of children.

Priorities: The program priorities are to:

- Increase the affordability and accessibility of programs for preschool-aged children of working families through the use of the state sliding fee scale. Participating programs should include children with disabilities, and of diverse cultural, linguistic and economic backgrounds. Families earning up to 100% of State Median Income are eligible for tuition assistance.
- Provide comprehensive programs and services for preschool-aged children of working families, such as social, health and nutrition services, family education and family literacy.
- Provide early childhood programs and services that are of high quality.
- Conduct community outreach to ensure that children of families who may be difficult to reach by traditional methods are located and offered an opportunity to participate in a program that meets their needs.
- Enhance collaboration among families, business, community programs and other organizations concerned with children and families to develop a system of early care and education, reduce duplication of services and promote equitable services across public and private domains.

Eligibility: Funds are awarded to lead agencies (LEAs, Head Start agencies or licensed child care agencies). Only one proposal will be accepted from each community. Lead agencies that already administer Community Partnerships grants are expected to be the lead agency for expansion funds. Programs may be provided by the lead agency and/or through subcontracts with other providers (public preschools, private preschool/child care, Head Start and family child care). All families will be responsible for payment in accordance with the state sliding scale fee for their children's attendance in an early care and education program. An ongoing, active Community Partnerships Council is required; minimum required membership is listed on the Council sign-off sheet. If a Council represents more than one town, each town must be represented. Participating programs must meet the relevant standards and regulations. A lead agency or subcontracted provider subject to Office of Child Care Services licensure shall be awarded funds only if it is in substantial compliance with applicable OCCS regulations.

Funding: A list of the amount for which each community may apply is included. Communities may apply as a group through one lead agency. In this case, calculate the eligibility amount for the proposal by adding all of the communities' eligibility amounts together. Note: This is a competition; eligibility amounts are not entitlements.

Fund Use: Funds may support children in Head Start, public school programs, private preschools or child care centers, and family child care programs. Funds may be used for activities that address all of the priorities listed above (accessibility, quality, comprehensive services, collaboration and outreach). Statewide, at least one third of children supported by funds awarded in FY 99 must be in full-day/full-year programs and at least $2 million must go to Head Start programs. (These are calculated on a statewide basis and do not imply a formula for any individual community.)

Project Duration: Upon approval through 6/30/2000, provided grantee meets requirements of the program and subject to annual appropriation. Yearly data, program evaluation, and budget updates will be required.

Contact: Early Learning Services

Phone Number: (781) 88-3300 x357

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Abington	B	$34,056	Boston	A	$3,007,120
Acton	B	$25,488	Bourne	A	$74,938
Acushnet	A	$25,004	Boxborough	B	$15,000
Adams	A	$40,540	Boxford	B	$15,000
Agawam	B	$59,724	Boylston	B	$15,000
Alford	B	$15,000	Braintree	B	$59,084
Amesbury	A	$59,974	Brewster	A	$24,432
Amherst	A	$65,626	Bridgewater	B	$41,050
Andover	B	$41,248	Brimfield	B	$15,000
Arlington	B	$59,726	Brockton	A	$511,092
Ashburnham	B	$15,000	Brookfield	A	$15,000
Ashby	B	$15,000	Brookline	B	$85,398
Ashfield	A	$15,000	Buckland	A	$15,000
Ashland	B	$21,980	Burlington	B	$37,934
Athol	A	$50,464	Cambridge	A	$281,720
Attleboro	A	$145,450	Canton	B	$22,980
Auburn	B	$30,224	Carlisle	B	$15,000
Avon	A	$15,000	Carver	A	$44,232
Ayer	A	$31,142	Charlemont	A	$15,000
Barnstable	A	$140,080	Charlton	B	$29,702
Barre	B	$15,000	Chatham	A	$15,000
Becket	A	$15,000	Chelmsford	B	$49,598
Bedford	B	$17,996	Chelsea	A	$246,800
Belchertown	B	$28,018	Cheshire	A	$15,000
Bellingham	B	$42,024	Chester	A	$15,000
Belmont	B	$30,646	Chesterfield	A	$15,000
Berkeley	B	$15,000	Chicopee	A	$198,748
Berlin	B	$15,000	Chilmark	A	$15,000
Bernardston	A	$15,000	Clarksburg	A	$15,000
Beverly	B	$93,786	Clinton	A	$58,836
Billerica	B	$74,266	Cohasset	B	$15,000
Blackstone	B	$22,966	Colrain	A	$15,000
Blandford	B	$15,000	Concord	B	$15,000
Bolton	B	$15,000	Conway	B	$15,000

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Cummington	A	$15,000	Gardner	A	$88,474
Dalton	A	$24,166	Gay Head	A	$15,000
Danvers	B	$39,706	Georgetown	B	$15,000
Dartmouth	B	$54,540	Gill	B	$15,000
Dedham	B	$43,168	Gloucester	A	$94,520
Deerfield	B	$15,000	Goshen	A	$15,000
Dennis	A	$51,966	Gosnold	B	$15,000
Dighton	B	$15,000	Grafton	B	$27,704
Douglas	B	$15,000	Granby	B	$15,000
Dover	B	$15,000	Granville	B	$15,000
Dracut	B	$56,168	Great Barrington	A	$26,554
Dudley	A	$25,710	Greenfield	A	$70,888
Dunstable	B	$15,000	Groton	B	$15,000
Duxbury	B	$21,246	Groveland	B	$15,000
E. Bridgewater	B	$15,000	Hadley	B	$15,000
E. Brookfield	A	$15,000	Halifax	B	$15,000
E. Longmeadow	B	$23,476	Hamilton	B	$15,000
Eastham	A	$19,850	Hampden	B	$15,000
Easthampton	A	$42,646	Hancock	A	$15,000
Easton	B	$34,478	Hanover	B	$21,070
Edgartown	A	$15,000	Hanson	B	$21,100
Egremont	B	$15,000	Hardwick	A	$15,000
Erving	A	$15,000	Harvard	B	$22,850
Essex	B	$15,000	Harwich	A	$32,244
Everett	A	$147,824	Hatfield	B	$15,000
Fairhaven	A	$45,868	Haverhill	A	$238,750
Fall River	A	$472,438	Hawley	B	$15,000
Falmouth	A	$86,098	Heath	B	$15,000
Fitchburg	A	$202,478	Hingham	B	$24,696
Florida	B	$15,000	Hinsdale	A	$15,000
Foxborough	B	$34,654	Holbrook	B	$21,282
Framingham	A	$197,276	Holden	B	$22,880
Franklin	B	$42,698	Holland	A	$15,000
Freetown	B	$15,000	Holliston	B	$19,374

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Holyoke	A	$325,590	Marshfield	B	$50,708
Hopedale	B	$15,000	Mashpee	A	$33,082
Hopkinton	B	$15,000	Mattapoisett	B	$15,000
Hubbardston	B	$15,000	Maynard	B	$23,488
Hudson	B	$35,772	Medfield	B	$15,000
Hull	A	$47,812	Medford	A	$118,932
Huntington	A	$15,000	Medway	B	$17,890
Ipswich	B	$23,318	Melrose	B	$40,894
Kingston	B	$23,588	Mendon	B	$15,000
Lakeville	B	$17,550	Merrimac	B	$15,000
Lancaster	B	$15,000	Methuen	A	$121,100
Lanesborough	A	$15,000	Middleborough	A	$63,906
Lawrence	A	$711,162	Middlefield	B	$15,000
Lee	A	$21,964	Middleton	B	$15,000
Leicester	B	$21,728	Milbury	A	$40,748
Lenox	A	$15,000	Milford	A	$85,378
Leominster	A	$138,358	Millis	B	$15,000
Leverett	B	$15,000	Millville	A	$15,000
Lexington	B	$33,752	Milton	B	$39,626
Leyden	B	$15,000	Monroe	B	$15,000
Lincoln	B	$15,000	Monson	B	$15,000
Littleton	B	$15,000	Montague	A	$29,244
Longmeadow	B	$24,602	Monterey	B	$15,000
Lowell	A	$614,054	Montgomery	B	$15,000
Ludlow	B	$36,488	Mt. Washington	B	$15,000
Lunenburg	B	$15,000	Nahant	B	$15,000
Lynn	A	$483,444	Nantucket	B	$17,782
Lynnfield	B	$15,000	Natick	B	$47,398
Malden	A	$185,620	Needham	B	$33,262
Manchester	B	$15,000	New Ashford	A	$15,000
Mansfield	B	$36,646	New Bedford	A	$594,014
Marblehead	B	$20,328	New Braintree	B	$15,000
Marion	A	$15,000	New Marlborough	A	$15,000
Marlborough	A	$89,572	New Salem	B	$15,000

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Newbury	B	$15,000	Plymouth	A	$168,328
Newburyport	B	$26,994	Plympton	B	$15,000
Newton	B	$95,496	Princeton	B	$15,000
Norfolk	B	$15,000	Provincetown	A	$15,000
North Adams	A	$73,324	Quincy	A	$242,094
N. Andover	B	$32,142	Randolph	A	$87,934
N. Attleboro	B	$42,134	Raynham	B	$15,000
N. Brookfield	A	$15,000	Reading	B	$33,368
N. Reading	B	$19,248	Rehoboth	B	$15,000
Northampton	A	$56,712	Revere	A	$162,382
Northborough	B	$18,940	Richmond	B	$15,000
Northbridge	B	$41,150	Rochester	B	$15,000
Northfield	B	$15,000	Rockland	A	$48,248
Norton	B	$35,464	Rockport	B	$15,000
Norwell	B	$15,000	Rowe	A	$15,000
Norwood	B	$51,600	Rowley	B	$15,000
Oak Bluffs	A	$15,000	Royalston	A	$15,000
Oakham	B	$15,000	Russell	A	$15,000
Orange	A	$38,820	Rutland	B	$15,000
Orleans	A	$15,000	Salem	A	$149,108
Otis	A	$15,000	Salisbury	A	$21,524
Oxford	A	$39,204	Sandisfield	A	$15,000
Palmer	A	$37,664	Sandwich	B	$38,832
Paxton	B	$15,000	Saugus	B	$51,436
Peabody	B	$101,684	Savoy	A	$15,000
Pelham	B	$15,000	Scituate	B	$25,066
Pembroke	B	$15,000	Seekonk	B	$29,658
Pepperell	B	$31,694	Sharon	B	$21,454
Peru	B	$15,000	Sheffield	A	$15,000
Petersham	A	$15,000	Shelburne	A	$15,000
Phillipston	B	$15,000	Sherborn	B	$15,000
Pittsfield	A	$204,150	Shirley	A	$21,256
Plainfield	A	$15,000	Shrewsbury	B	$42,352
Plainville	B	$15,000	Shutesbury	B	$15,000

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Somerset	B	$25,618	Walpole	B	$28,906
Somerville	A	$249,580	Waltham	A	$146,178
S. Hadley	B	$32,190	Ware	A	$42,032
Southampton	B	$15,000	Wareham	A	$108,252
Southborough	B	$15,000	Warren	A	$23,378
Southbridge	A	$109,056	Warwick	A	$15,000
Southwick	B	$17,116	Washington	B	$15,000
Spencer	A	$42,292	Watertown	A	$68,840
Springfield	A	$965,886	Wayland	B	$15,000
Sterling	B	$15,000	Webster	A	$59,278
Stockbridge	A	$15,000	Wellesley	B	$26,124
Stoneham	B	$31,456	Wellfleet	A	$15,000
Stoughton	B	$61,816	Wendell	A	$15,000
Stow	B	$15,000	Wenham	B	$15,000
Sturbridge	B	$25,096	W. Boylston	B	$15,000
Sudbury	B	$20,556	W. Bridgewater	B	$15,000
Sunderland	A	$17,952	W. Brookfield	B	$15,000
Sutton	B	$15,000	W. Newbury	B	$15,000
Swampscott	B	$19,052	W. Springfield	A	$101,578
Swansea	B	$27,974	W. Stockbridge	B	$15,000
Taunton	A	$204,974	W. Tisbury	A	$15,000
Templeton	A	$15,000	Westborough	B	$18,952
Tewksbury	B	$47,430	Westfield	A	$129,304
Tisbury	A	$15,000	Westford	B	$25,168
Tolland	A	$15,000	Westhampton	B	$15,000
Topsfield	B	$15,000	Westminster	B	$15,000
Townsend	B	$22,552	Weston	B	$15,000
Truro	B	$15,000	Westport	A	$30,474
Tyngsborough	B	$25,298	Westwood	B	$15,000
Tyringham	B	$15,000	Weymouth	A	$133,792
Upton	B	$15,000	Whately	B	$15,000
Uxbridge	B	$26,642	Whitman	A	$44,010
Wakefield	B	$41,190	Wilbraham	B	$15,000
Wales	A	$15,000	Williamsburg	A	$15,000

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

COMMUNITY PARTNERSHIPS FOR CHILDREN

Eligibility Amounts

City/Town	Group	Eligibility Amount	City/Town	Group	Eligibility Amount
Williamstown	A	$15,000			
Wilmington	B	$38,444			
Winchendon	A	$37,710			
Winchester	B	$24,112			
Windsor	B	$15,000			
Winthrop	A	$36,382			
Woburn	B	$73,252			
Worcester	A	$765,244			
Worthington	A	$15,000			
Wrentham	B	$15,000			
Yarmouth	A	$71,686			

Children from working families earning under 100% of state median income are eligible for this program. Eligibility amounts were calculated to balance the need to make funding available to as many eligible families as possible regardless of where they live and to ensure that communitites with higher numbers of children from low income working families (Group A) receive funds proportionate with the increased demand and cost of programs for this population. Data from U.S. Census and Massachusetts Department of Revenue were used.

Name of Grant Program:	Community Partnerships for Children (CPC)	Fund Code:	391

PART III -- REQUIRED PROGRAM INFORMATION

Prior to submitting a proposal the following steps are needed (according to the terms and intent of the legislation):

- Form a Community Partnerships Council. Representation is required from a principal, three individuals who provide care and education to young children, two parents of young children, a member of the local Child Care Resource and Referral Agency, a representative of the local Head Start (if Head Start serves the community), a representative of private providers of child care, and others with experience in the care and education of young children (particularly family child care providers). Councils are urged to recruit representation from the business community, the medical community, clergy, libraries, higher education, social services, etc. Councils should be broadly representative of the cultural and linguistic diversity of the community. The role of the Council is to conduct or oversee the needs assessment, develop the community plan, select a lead agency (if applicable), participate in developing the program if a grant is awarded, and continue to be involved and collaborate with other groups and individuals to create a system of early care and education in the community. An existing council such as an Early Childhood Advisory Council, School-Linked Services Council, or some other council or coalition concerned with early care and education, family support and/or preventive programs may be broadened or merged to meet the intent of this program.

- Assess needs and resources in the community (Attachment C). A comprehensive needs assessment that includes demographics, an analysis of existing resources pertinent to the program and description of unmet needs of children and families is required. Attachment C contains the information required for the needs section of the proposal ("B" below). If the timeline for submission precludes inclusion of a comprehensive needs assessment with this proposal, respondents must provide a detailed plan for collecting this information as described in attachment C.

- Select a lead agency. The Community Partnerships Council is responsible for selecting a lead agency. The lead agency is responsible, at minimum, for submitting the proposal and providing fiscal management and oversight. (See "Definitions" in Attachment A on eligibility and clarification on who may be a lead agency. Also, see the "Guide to Community Partnerships for Children" (July, 1998) for information about roles and responsibilities of the lead agency.)

- Develop a proposal/community plan. The plan should coordinate and enhance existing services, and propose additional high quality and comprehensive services for children and families. The Community Partnership Council's plan should address all of the objectives listed at the end of this section. Please refer to Attachment A for definitions of terms.

Proposal Format: The proposal should include the following sections and not exceed **ten pages**, excluding budget pages and attachments.

A. **Overview**: Summarize the Community Partnerships Council's vision/mission for early care and education programs, including family education services, and how these funds will contribute to developing an accessible system of early care and education in the community. Include a summary of the planning process by the Council in developing this proposal.

B. **Needs Assessment Information**: Complete and include Attachment C. Based on an analysis of information gathered for Attachment C and any additional information that may have been collected for a recent comprehensive needs assessment, summarize the information and the analysis to answer the following questions.

   - What is known about the early care and education needs of families with 3 and 4 year old children in the community/ communities?
   - What is known about the needs of early care and education providers and the capacity in the community to provide high quality early care and education programs in the community? Consider supply, demand, physical space, training and any other related information.

C. **Implementation Plan**: Proposals should contain the sections numbered below. The first element of information requested is different for communities with existing programs than the information requested from those seeking new programs.

1) *The Plan for Meeting Objectives:*

- Provide a brief description of how the program is currently meeting each of the five objectives listed at the end of this section. Then propose new/expansion activities relating to the objective. If the community does not currently have a program, describe new activities relating to the objectives.

- Identify what early care and education programs are participating in the CPC initiative, any additional programs to be added, or the types of programs to be sought if not be selected until after the award. Although selection of subcontractors does not need to follow M.G.L. Chapter 30B procurement regulations, an open, fair and inclusive process must be followed.

- In any current or proposed activity, report or estimate the number of children, families, providers that will be involved.

- Identify the person(s) or agency responsible for each activity.

- Indicate what kind of data will be gathered to evaluate each activity (this should relate to the overall evaluation plan described in Section D: Evaluation).

2) *Timeline:* Indicate a timeline for the planned activities.

3) *The Community Partnerships Council:* Describe the role of the Community Partnerships Council in managing the project and the roles of parents and professionals on the Council.

4) *Project Management:* Outline plans for staffing and managing the project. Include information about intake, eligibility determination and subcontract management (who is responsible, who keeps the records, who monitors attendance, receipts, etc.). Explain how rates for early care and education services are established. Describe how parent fees are handled -- who gets the fees and what is done with them.

D. **Evaluation Plan**: Describe how the program will be evaluated. This section should address all objectives and result in information that will improve the project. Describe how the data gathered to evaluate individual objectives (described in Section C1 of the Implementation Plan) will be analyzed and contribute to a meaningful report on the program, who will be responsible and a timeline for various aspects of the evaluation. The self-study process for accreditation may be used as one component of the evaluation. **Evaluation reports will be requested at the close of the fiscal year.**

COMMUNITY PARTNERSHIPS FOR CHILDREN OBJECTIVES

The five objectives, all of which are set forth in the legislation creating this program, are to:

1. **Increase the affordability and accessibility of programs for three- and four-year-old children of working families of diverse cultural, linguistic and economic backgrounds through the use of a sliding fee scale**. Some strategies to meet this objective are: Subsidize children in existing programs (public and private preschool/child care, Head Start and family child care); create new programs in any of these sectors and/or develop joint programs. Proposals are expected to include a mix of options (full-day, full-year, part-day, part-year and wrap-around) provided by a variety of providers. Children in families whose incomes are below the state median income for their family size are eligible; families pay on the basis of the state Sliding Fee Scale (Attachment B). Funded programs must be willing to serve children with disabilities.

2. **Enhance collaboration among families, community programs, business and other organizations concerned with children and families to develop a system of early care and education, reduce duplication of services and promote equitable services**. Activities should promote collaboration among early childhood programs and other family services and among programs and services across public and private domains.

3. **Provide comprehensive early childhood programs and services for three- and four-year-old children of working families**. Describe the nature of the services to be offered or provided, such as nutrition, social and health services and family involvement, education and literacy.

4. **Provide early childhood programs and services that are high-quality**. All participating programs must be developmentally appropriate and must be accredited, be in the process of accreditation or agree to become accredited by the National Academy of Early Childhood Programs. All participating programs must meet relevant standards -- Department of Education Preschool Standards for public schools or Office of Child Care Services licensing standards for programs subject to licensure, including Head Start (which must also meet their own performance standards). Family child care providers must be licensed by the Office of Child Care Services **and** have or seek the Child Development Associate (CDA) credential **or** National Association of Family Child Care (NAFCC) Accreditation (see *Guide to Community Partnerships for Children*). There need to be procedures to verify that lead agencies and participating child care programs meet relevant standards. The Department of Education, the Office of Child Care Services and the Administration for Children and Families will review proposals and programs to ensure that only programs that comply with the required standards are funded to serve children.

5. **Conduct community outreach to ensure that children of working families, particularly those who may be difficult to reach by traditional methods, are offered opportunities to participate in a program that meets their needs**.

E. Community Partnerships Council Sign-Off Sheet (copy if additional forms are needed)

Name and Agency (print)	Role/Position	Address & Phone Number	Signature**	✓ if Co-chair
	Parent of young child*			
	Parent of young child*			
	Principal*			
	Area CCR&R*			
	Head Start*			
	Representative of private child care providers*			
	Provider of early care and education*			
	Provider of early care and education*			
	Family child care provider			

* Required representatives. Other community representation is encouraged. Council members should be representative of the racial and ethnic diversity of the community. To ensure that parents represent the parent perspective, parents should not be teachers, directors, family child care providers, etc. in a CPC-associated program. An individual paid by this grant should not be the sole chair.

** By signing this page as a new or continuing member, I agree with the following statements:

1. I have reviewed the budget with dollar allocations.
2. I have reviewed and am aware of the number of children and families served and how grant funds have been used.
3. I recognize that I am responsible for continuing to be aware of budget and services offered in the upcoming fiscal year.
4. I have seen or am aware of the information being reported on this application.

If a member does not sign-off on this page, written comments should be submitted.

Name of Grant Program:	Community Partnerships for Children	**Fund Code:**	391

PART IV: STATISTICAL INFORMATION

A . PROPOSED FY 99 BUDGET SUMMARY - Community Partnerships for Children

Total Funds Requested: $_____

How much do you estimate will be committed to each type of program for **direct and/or indirect services?** Include all funds for lead agency overhead, training, indirect costs, etc. For collaborative activities that include all or a combination of the providers listed below (e.g., joint professional development), amounts may be split among these sectors. Indirect or overhead costs should be credited to the agency that incurs them. Column A should be filled out **only** by those with existing programs.

Type of Program	A. Estimated Amount for Direct/ Indirect Services in FY '99 Continuation Budget	B. Estimated Amount for Direct/ Indirect Services from Proposed Funds
A Head Start		$
B. Public School		$
C. Private (center-based) Preschool/Child Care		$
D. Family Child Care		$
E. Child Care Resource and Referral Agency (Actual child care subsidies should be credited to lines A, B, C, or D. Use this line for *other* functions of the CCR & R -- training, parent counseling, etc.)		$
F. Other Agencies (name)		$
G. **Total** (A+B+C+D+E+F) =		$ **(Should equal total requested)**
H. Of the amount in G, how much is being proposed to spend on training?		$
I. How much do you anticipate generating though parent fees in FY'99?		$

B. **SUBCONTRACTS FOR EARLY CARE AND EDUCATION SERVICES for FY 99**: Attach a list of: 1) agencies to receive subcontracts for serving children and Child Care Resource and Referral agency subcontracts; 2) the estimated amount of each subcontract and 3) how many children will be served. If the individual agency is not yet known, designate what is known (e.g., 2 private child care centers to be selected to serve 2 children each for 12 months = $20,000). The total amount of these subcontracts should be listed in Line #5 of the budget (Part II) under "other." **Other subcontracts/contractual services, such as for training, should be listed on one of the lines in Line #5: Contractual Services in Part II -- Budget Detail.**

Name of Grant Program:	Community Partnerships for Children	Fund Code:	391

C. PROJECTED PLACEMENTS FOR CHILDREN SUPPORTED BY THESE FUNDS (Do not double count children)

Name of Agency (if not known, put "To Be Selected" and fill in the rest of the information that is known)	Type of Program: LEA, Head Start, private center, family	OCCS Licensed? Yes, No or N/A	# of children to be supported for a part-day*	# of children to be supported for a full-day*	# of children to be supported in a wrap around program*	# of children in a part-day AND a wrap around program** (don't count children in previous columns)
			TOTAL	TOTAL	TOTAL	TOTAL

* See definitions in Attachment A.

** Children counted in this column are enrolled in **BOTH**: 1) a part-day program funded by CPC **AND** 2) a wrap-around program funded by CPC.

D. Expansion Funding: This section should be completed only by applicants who received CPC continuation funding in FY '99. ***Important:*** The totals from Column C in this section should be transferred to Part II: Budget Detail, of the Standard Application. If this proposal is funded, the FY '99 continuation grant will be amended upward and Part II will serve as the new budget pages.

A. Existing FY'99 Budget			B. Proposed Expansion FY'99 Budget			C. Total $
1. Administrators (include FTE)	**$ Amount**	**CPC Objective(s)**	**1. Administrators (include FTE)**	**$ Amount**	**CPC Objective (s)**	**Total $ Amount (A + B)**
1. Supervisor/Director						
2. Project Coordinator						
3.						
2. Instructional Staff (include FTE)	**$ Amount**	**Objective(s)**	**2. Instructional Staff (include FTE)**	**$ Amount**	**Objective(s)**	
1.						
2.						
3.						
4.						
3. Support Staff (include FTE)	**$ Amount**	**Objective(s)**	**3. Support Staff (include FTE)**	**$ Amount**	**Objective(s)**	
1. Aides/Paraprofessionals						
2. Secretary/Bookkeeper						
3.						
4. Fringe	**$ Amount**	**Objective(s)**	**4. Fringe**	**$ Amount**	**Objective(s)**	**Total Amount (A + B)**

(A. Existing FY '99 Budget) 5. Contractual	$ Amount	CPC Objective(s)	(B. Proposed Expansion FY '99 Budget) 5. Contractual	$ Amount	CPC Objective(s)	C. Total $ (A + B)
1.						
2.						
3.						
4.						
5.						
6. Subcontracts/preschool programs						
6. Supplies/Materials	**$ Amount**	**Objective(s)**	**6. Supplies/Materials**	**$ Amount**	**Objective(s)**	
7. Travel	**$ Amount**	**Objective(s)**	**7. Travel**	**$ Amount**	**Objective(s)**	
8. Other Costs	**$ Amount**	**Objective(s)**	**8. Other Costs**	**$ Amount**	**Objective(s)**	
1.						
2.						
9. Indirect Costs	**$ Amount**	**Objective(s)**	**9. Indirect Costs**	**$ Amount**	**Objective(s)**	
%						
10. Equipment	**$ Amount**	**Objective(s)**	**Equipment**	**$ Amount**	**Objective(s)**	
1.						
TOTAL:	**$**			**$**		**$**

ATTACHMENT A: DEFINITIONS

The term **children of working parents** is defined as "... any child of a two-parent family in which both parents work either full-time or part-time, or any child of a single-parent family in which the parent works either full-time or part-time; provided, however, that a child of working parent(s) admitted to a program shall be allowed to remain in that program for the remainder of the year regardless of whether said child's parent(s) continue to be working." (M.G.L. Chapter 15, Section 54). For the purpose of this program, the highest priority is to provide services to working parents with incomes below the State Median Income (SMI) adjusted for family size. Guardians, grandparents, and surrogate caregivers are included in this definition in addition to biological mothers and fathers. A parent with a disability should be considered as equivalent to a working parent. Enrollment in a school or training program does not fulfill the requirement of either full- or part-time employment. It is expected that Community Partnerships Councils will coordinate services funded under this program with services funded by the Office of Child Care Services, Head Start, Title 1, and full-fee paying families.

The **Community Partnerships for Children** program name implies that responsibility for the care and education of young children extends beyond the immediate family and any single agency. The providers of early childhood programs and related family services and the available resources differ from community to community. The Community Partnerships for Children program expects that a coalition of programs, service agencies, businesses and families in a community or group of communities to work collaboratively to assist families in the care and education of their young children.

The term **comprehensive services** is defined as, but not limited to, services including health, social, and nutritional services components; supportive language services; family education and literacy, and family involvement activities.

Full day program: a program in which a child is enrolled for more than 5 hours per day.

High quality in early childhood programs is defined by the National Association for the Education of Young Children's Developmentally Appropriate Practices for Early Childhood Programs (Rev. 1997) as a program that "... provides a safe and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of families." High quality programs integrate children of diverse abilities, cultural and linguistic backgrounds and economic circumstances and provide or coordinate with other child and family-related services. High quality programs enhance the language development of children. For children whose first language is other than English, methods of supporting continued development of the first language is appropriate.

Integration/inclusion and diversity in an early childhood program indicates that the program serves a diverse group of children together while addressing individual needs. No specific number or ratio is prescribed here. However, it is expected that programs will include children with Chapter 766 Individualized Educational Plans (IEPs) and children from diverse socioeconomic backgrounds. In an inclusive/integrated public school preschool classroom, no more than 49% of the children can be on IEPs, in accordance with Chapter 766, 502.8C. Programs that do not currently serve children with disabilities must be willing and prepared to do so.

A **lead agency** is responsible for fiscal administration of the plan for early care and education developed by the Community Partnerships Council, which provides ongoing policy and supervision of the approved plan. The lead agency is expected to participate on the Council in decision- and policy-making. A lead agency may be:

- a school district;
- a Head Start agency; or
- a child care agency licensed by the Office of Child Care Services

Only in communities that do not have an existing lead agency can a lead agency be designated from one of three possible lead agencies listed above. All communities that had one lead agency in FY'95 must use that lead agency for this funding unless that agency agrees in writing to transfer to a different lead agency. For programs funded in FY'96, '97 and '98, the most recent lead agency funded is the lead agency expected to submit a proposal for expansion. If a proposal that encompasses more than one town is funded and there is more than one lead agency in this group of communities, the Community Partnerships Councils will be responsible for selecting **one** of these lead agencies to administer funds in these communities in the following fiscal year.

For the purpose of participation on Community Partnerships Councils, **a parent representative** is any biological, adoptive or foster parent, or a grandparent or other relative who is involved on a daily or weekly basis with the child either through custody or ongoing child care **and** who serves on the Council purely in their role as a parent, not as a provider of child or family services. A professional who is a parent, but whose role on the Council is to represent a service provider or other organization, should not be counted as a parent representative. For example, an Early Intervention specialist in town who also happens to be the mother of a two-year-old cannot fulfill the role of being one of the parent representatives.

A **part-day program** designates that a child attends the program for less than 5 hours per day.

Phases of the Community Partnerships for Children program:

Phase I:	programs funded prior to FY 1993 under the name of Chapter 188. These were converted to Community Partnerships programs in FY 1994.
Phase II:	programs that received new or expansion funds in FY 1993
Phase III:	programs begun or expanded in FY 1996 and 1999 through contracts and grants. Previous "Phase IV or V" will now be referred to as "Phase III/'97" (or /'98; '99)

The term **preschool-age 3 and 4 year old children** includes children from age 2 years, 9 months (the Office of Children definition for the preschool age group) and children who are 5 years old but are not kindergarten-eligible according to the kindergarten entry age of the community in which they reside. Preschool should be considered to be the two years prior to the kindergarten year and eligibility ages should be calculated accordingly. The third or fifth birthdays should not be used as literal cutoff points for participation in this program.

A **wrap-around program** is one in which additional early care and education services are provided to supplement a program that is not full-day or full-year. Examples of such programs include provision of a summer program or a program that extends a part-day program to a full day program. A summer program needs to be either licensed by the OCCS or operated by a public school system and must meet the Department of Education Preschool Standards. Summer camps licensed by local boards of health are not eligible to receive funding for CPC placements.

ATTACHMENT B: **COMMONWEALTH OF MASSACHUSETTS SLIDING FEE SCALE** *(Effective 10-01-92)*

Level		Family of Two	Family of Three	Family of Four	Family of Five	Daily	Weekly
I		0-242	0-251	0-299	0-347	$0.20	$1.00
II		243-485	252-503	300-599	348-695	$0.30	$1.50
III		486-728	504-755	600-899	696-1,043	$0.40	$2.00
IV		729-971	756-1,007	900-1,199	1,044-1,391	$1.80	$9.00
V		972-1,214	1,008-1,259	1,200-1,499	1,392-1,739	$3.60	$18.00
VI		1,215-1,457	1,260-1,511	1,500-1,799	1,740-2,087	$5.60	$28.00
VII		1,458-1,700	1,512-1,763	1,800-2,099	2,088-2,435	$8.00	$40.00
VIII	50% SMI	1,701-1,862	1,764-1,931	2,100-2,299	2,436-2,667	$10.40	$52.00
IX		1,863-2,024	1,932-2,099	2,300-2,499	2,668-2,899	$12.60	$63.00
X		2,025-2,186	2,100-2,267	2,500-2,699	2,900-3,131	$14.80	$74.00
XI		2,187-2,348	2,268-2,435	2,700-2,899	3,132-3,363	$17.40	$87.00
XII		2,349-2,510	2,436-2,603	2,900-3,099	3,364-3,595	$20.00	$100.00
XIII	75% SMI	2,511-2,672	2,604-2,771	3,100-3,299	3,596-3,827	$22.80	$114.00
XIV	100% SMI	2,673-3,644	2,772-3,779	3,300-4,499	3,828-5,219	$22.80	$114.00

Level		Family of Six	Family of Seven	Family of Eight	Family of Nine	Daily	Weekly
I		0-395	0-404	0-413	0-422	$0.20	$1.00
II		396-791	405-809	414-827	423-845	$0.30	$1.50
III		792-1,187	810-1,214	828-1,241	846-1,268	$0.40	$2.00
IV		1,188-1,583	1,215-1,619	1,242-1,655	1,269-1,691	$1.80	$9.00
V		1,584-1,979	1,620-2,024	1,656-2,069	1,692-2,114	$3.60	$18.00
VI		1,980-2,375	2,025-2,429	2,070-2,483	2,115-2,537	$5.60	$28.00
VII		2,376-2,771	2,430-2,834	2,484-2,897	2,538-2,960	$8.00	$40.00
VIII	50% SMI	2,772-3,035	2,835-3,104	2,898-3,173	2,961-3,242	$10.40	$52.00
IX		3,036-3,299	3,105-3,374	3,174-3,449	3,243-3,524	$12.60	$63.00
X		3,300-3,563	3,375-3,644	3,450-3,725	3,525-3,806	$14.80	$74.00
XI		3,564-3,827	3,645-3,914	3,726-4,001	3,807-4,088	$17.40	$87.00
XII		3,828-4,091	3,915-4,184	4,002-4,277	4,089-4,370	$20.00	$100.00
XIII	75% SMI	4,092-4,355	4,185-4,454	4,278-4,553	4,371-4,652	$22.80	$114.00
XIV	100% SMI	4,356-5,939	4,455-6,074	4,554-6,209	4,653-6,344	$22.80	$114.00

Attachment C: CPC Needs Assessment Questions

All Community Partnerships for Children proposals require a summary of the need for the initiative in the community(ies). By conducting a needs assessment, the Council will be provided with data that highlight the strengths and resources that currently exist while identifying community and family needs. Information gleaned from the needs assessment should inform the proposal and justify the request for funds. The data collected from this instrument as well as other pertinent information gathered should be used to answer the summary questions. **If you are unable to answer all of the questions included, please provide a detailed plan describing how you will collect and submit this data by November 1, 1998. This data is needed for a report due to the Legislature in January, 1999.**

Section 1: Child and Family Data

1A. Included are individual community data (see Attachment D) to help you assess the needs in the participating community or communities. If you have alternative data or disagreements with this data, please attach your comments.

Chart A: Families Needs for Early Care and Education

Type of Early Care and Education Needed	Number of families who need:	Number of families who need the care and meet CPC eligibility criteria:	Number of families you plan to serve with these funds:
Full-day/full-year care:			
Full-day care for less than twelve months:			
Part-day/full-year care:			
Part-day care for less than twelve months			
No care			

Source(s) of data given in Chart A_____

1B. What are the cultural and linguistic needs of families in your community? Do the early care and education programs meet these needs? If yes, please explain. If no, what are the unmet needs?

1C. Estimate the number of 3- and 4-year old children already in the early care and education settings listed below who might use **additional hours** of care if made available:

_____

If known, please provide this information by program type:

	Head Start	Public school preschool	Private child care/preschool	Family child care
# of children				

1D. Of the 3- and 4-year old children with Individualized Education Plans (IEPs), how many need child care services beyond the educational services their IEP currently provides? _____

If known, please provide this information by program type:

	Head Start	Public school preschool	Private child care/preschool	Family child care
# of children				

Section 2: Community Resources and Assets (Your Resource and Referral Agency and FY'99 CPC Continuation grant might have some of this data.)

Chart B: Indicate the programs and resources available for 3- and 4- year old children in your community or communities:

	Head Start	Public School Preschool	Private Child Care/Preschool	Family Child Care
# of classrooms, programs available in community				
# offering 8 or more hours of care per day	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____
# offering between 5-7 hours of care per day	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____
# offering less than 5 hours of care per day	# full-year:_____ # part`-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____	# full-year:_____ # part-year:_____
# offering off-hour care (before 7 a.m./after 6 p.m. or weekend care)				

Source(s) of data given in Chart B:_____

Chart C: What is the capacity of preschool programs in your community? How many 3- and 4-year old children are currently served in the following settings? This data should include all children (not only children funded through CPC) served in every program in the community or communities.

	Head Start	Public School preschool	Private child care/preschool	Family Child care
preschool capacity				
# of 3- and 4-year old children enrolled				

2A. How many 3- and 4-year old children are on the local CCR&R wait list? _____

Of this number, how many are estimated to meet CPC eligibility? _____

Section 3: Topical Questions

3A. Transportation:

1. If a CPC program currently exists, does the CPC program operate a van or bus?_____

2. How many individual providers offer transportation services to families?_____

3. How many families benefit from the available transportation services?_____

4. Do the transportation services that currently exist meet the needs of families? If no, please explain.

3B. Facilities and Expansion/Renovation:

1. Are there adequate physical facilities to provide early care and education programs to all 3- and 4-year old children who want them? If not, please summarize the data that leads you to this conclusion.

2. If your community needs more facilities, are there buildings or areas in the community (or communities) that could be renovated to provide additional classroom space for early care and education services? Please describe below. If not, are there other possible solutions? Please describe.

3C. Training:

1. Summarize the training needs of staff, including Head Start, public school preschools, private child care/preschool programs and family child care providers. What topics are most important? What formats do you plan to use (i.e., workshops, seminars, college courses) to address these needs?

2. Estimate the number of teachers/administrators/aides who will participate in training workshops/seminars/college courses as a result of this grant:

   Private Center-based: _____

   Head Start: _____

   Public school: _____

   Family child care providers: _____

   Informal family child care providers: _____

   Others (please describe):

   _____

3. Estimate the number of workshops/seminars and college courses to be funded in-part or in-whole by the CPC grant:

   Early childhood college courses: _____

   Workshops/seminars: _____

   Other: _____

   description:_____

4. Estimate how many family child care providers in the community will receive training/professional development support in seeking the following:

   National Association of Family Child Care (NAFCC) Accreditation: _____

   Child Development Associates (CDA): _____

5. Estimate the number of center-based programs that will receive training/professional development to support National Academy of Early Childhood Programs (NAECP) Accreditation:

3 D Accreditation

In the section below, please list the names of the center-based and public/private preschool centers and/or programs serving children 3- and 4-years of age in your community that participate in your Community Partnerships for Children program. Also indicate where the program is located; whether the program is accredited *(A)*; in the self-study process *(S-S)*; or has not yet begun the accreditation process *(N)*; the total number of children, of any age, served in the center; and the number of 3- and 4-year old children, if any, who are receiving direct services through Community Partnerships for Children funds in that program.

Name of the Program or Center	**Program's Street Address and City**	**Current Level of Accreditation** (circle one)	**Total number of children served in the Center**	**Number of 3- and 4-year olds receiving direct services* through CPC**
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		

* Direct Services = children in programs, may include number receiving tuition subsidies and/or children served in a classroom where a teacher and/or an aide is paid with CPC funds.

(Please turn over)

Name of the Program or Center	Program's Street Address and City	Current Level of Accreditation (circle one)	Total number of children served in the Center	Number of 3- and 4-year olds receiving direct services* through CPC
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		
		A S-S N		

* Direct Services = children in programs, may include number receiving tuition subsidies and/or children served in a classroom where a teacher and/or an aide is paid with CPC funds.

ATTACHMENT D: POPULATION AND EARLY CARE AND EDUCATION DATA

Town	1995 Ttl Population	Num of 3 &4 yrs olds	Num of 5 yrs olds	Median Household Income	Num of FCC Providers	Ttl FCC Capacity	Num of GDC	Inf./Tod. Capacity	Preschool Capacity	Mixed Age Capacity	Ttl Subsidized Waitlist	Inf./Tod. Waitlist	Preschool Waitlist	5& 6 yrs Olds Waitlist	SAAC Waitlist
Abington	14711	392	143	42730	13	69	2	0	40	0	12	3	0	2	7
Acton	19866	528	197	61394	20	101	12	149	518	10	10	5	3	0	2
Acushnet	10086	233	81	35734	14	86	2	15	62	0	6	3	1	2	0
Adams	9348	254	135	25060	46	252	1	7	20	9	40	12	11	3	14
Agawam	29384	717	329	37261	83	447	6	0	199	18	16	5	5	0	6
Alford	444	11	4	39063	0	0	0	0	0	0	18	9	7	2	0
Amesbury	15963	563	300	37889	39	207	7	42	260	14	16	3	7	3	3
Amherst	42819	546	331	26772	35	202	12	90	364	0	1	1	0	0	0
Andover	30433	824	484	61070	29	164	18	197	861	44	13	3	4	1	5
Arlington	43082	901	490	43309	47	247	17	126	854	27	48	10	9	6	23
Ashburnham	5998	170	93	42442	21	117	3	0	46	0	9	2	3	1	3
Ashby	2579	100	70	46250	3	17	0	0	0	0	2	2	0	0	0
Ashfield	1787	55	18	33372	2	11	1	0	24	0	4	2	1	1	0
Ashland	13442	315	262	51173	36	196	8	66	336	27	14	6	3	1	4
Athol	11204	331	213	27095	23	127	5	12	98	30	18	6	3	0	9
Attleboro	38741	1242	796	36631	86	442	13	75	602	18	67	16	12	8	31
Auburn	15654	428	179	39913	38	201	6	36	182	6	7	3	0	2	2
Avon	5060	105	61	43214	5	25	4	8	313	7	8	0	4	1	3
Ayer	5565	213	100	29326	25	132	3	30	114	9	12	6	2	1	3
Barnstable	44551	1099	577	33411	70	374	20	92	665	18	3	0	1	0	2
Barre	4795	153	73	36846	13	66	2	0	41	5	6	3	2	0	1
Becket	1524	55	30	31435	2	10	0	0	0	0	8	2	4	0	2
Bedford	13444	239	122	57561	24	125	7	64	257	16	2	2	0	0	0
Belchertown	11905	353	178	38868	38	199	2	0	47	9	22	3	5	5	9
Bellingham	15519	543	192	45397	65	338	3	33	166	9	7	1	4	2	0
Belmont	25211	525	273	53488	29	167	11	61	319	0	21	5	9	3	4
Berkley	4864	151	74	43008	16	82	1	0	20	0	2	1	1	0	0
Berlin	2399	63	20	49556	6	33	1	0	20	0	0	0	0	0	0
Bernardston	2132	59	27	32462	14	77	0	0	0	0	1	0	0	0	1
Beverly	40233	1084	565	39603	63	342	22	245	873	0	46	15	11	4	16
Billerica	38012	1089	628	50210	110	570	12	185	465	9	21	7	6	2	6
Blackstone	8762	282	134	38687	18	102	1	9	37	0	3	1	1	1	0
Blandford	1237	31	24	39018	1	4	0	0	0	0	0	0	0	0	0
Bolton	3833	112	71	63757	5	24	2	0	37	9	0	0	0	0	0
Boston	564330	14231	5948	29180	881	5006	217	2228	8014	226	3,051	1200	1,154	213	484
Bourne	16133	567	248	34159	24	125	8	0	210	0	54	19	17	4	14
Boxborough	4370	117	58	51330	2	11	2	25	40	0	0	0	0	0	0
Boxford	7337	242	104	78562	11	64	0	0	0	0	0	0	0	0	0
Boylston	3805	79	31	52424	4	17	0	0	0	0	2	0	1	1	0
Braintree	34859	794	418	44734	36	201	16	103	681	18	53	16	13	3	21
Brewster	9855	216	163	34935	14	74	4	34	138	0	24	6	4	2	12
Bridgewater	23211	525	215	41933	46	240	3	9	74	0	22	3	7	4	8
Brimfield	3072	92	72	36227	10	54	1	0	24	0	0	0	0	0	0
Brockton	91818	2828	1565	31712	152	836	17	65	866	78	416	147	98	54	117
Brookfield	2933	107	33	30349	5	28	0	0	0	0	2	2	0	0	0

Information compiled from 1990 US Census, MISER, OCCS, and the Heller Graduate School of Management at Brandeis University. GDC=Group Day Care, FCC= Family Child Care and SAAC= School Age Provider

Town	1995 Ttl Population	Num of 3 &4 yrs olds	Num of 5 yrs olds	Median Household Income	Num of FCC Providers	Ttl FCC Capacity	Num of GDC	Inf./Tod. Capacity	Preschool Capacity	Mixed Age Capacity	Ttl Subsidized Waitlist	Inf./Tod. Waitlist	Preschool Waitlist	5& 6 yrs Olds Waitlist	SAAC Waitlist
Brookline	58272	1018	392	45598	42	257	19	62	642	0	27	7	5	5	10
Buckland	1948	55	24	32663	5	28	1	0	24	0	0	0	0	0	0
Burlington	23864	541	296	55952	34	181	5	100	146	17	8	5	2	0	1
Cambridge	100469	1645	855	33140	77	429	50	572	1606	88	392	116	110	35	131
Canton	19718	413	202	53492	35	205	9	22	349	18	16	4	4	4	4
Carlisle	4355	156	46	83985	2	15	4	9	82	18	1	1	0	0	0
Carver	11062	404	208	38678	25	125	4	20	332	0	49	13	16	6	14
Charlemont	1147	43	16	28929	3	18	0	0	0	0	4	1	1	2	0
Charlton	10923	378	177	42461	28	144	2	0	55	0	10	7	3	0	0
Chatham	6674	73	75	31315	7	51	3	0	66	0	3	2	0	0	1
Chelmsford	34641	862	423	53971	79	429	16	228	899	0	7	3	3	0	1
Chelsea	29726	849	451	25144	89	501	7	65	218	0	129	49	41	8	31
Cheshire	3718	108	51	36803	14	75	2	0	39	0	6	4	1	0	1
Chester	1271	41	9	35625	2	11	0	0	0	0	3	1	2	0	0
Chesterfield	1061	32	23	36106	2	10	1	0	18	0	1	0	1	0	0
Chicopee	56597	1490	699	28905	111	598	12	40	415	9	65	32	17	2	14
Chilmark	720	13	11	34375	0	0	0	0	0	0	1	0	1	0	0
Clarksburg	1760	38	17	32414	4	21	1	0	25	0	0	0	0	0	0
Clinton	13531	472	184	34091	15	83	3	0	118	0	21	10	8	0	3
Cohasset	7252	174	117	62933	5	24	3	16	93	6	4	2	0	1	1
Colrain	1850	60	20	30093	3	16	0	0	0	0	2	1	1	0	0
Concord	18396	427	198	69917	20	118	11	107	354	9	1	0	1	0	0
Conway	1629	49	37	40990	7	41	0	0	0	0	1	1	0	0	0
Cummington	817	16	12	30741	0	0	0	0	0	0	3	1	1	1	0
Dalton	7401	226	82	36518	19	104	2	6	57	9	5	1	2	1	1
Danvers	24998	569	336	43759	33	174	13	91	392	18	23	2	8	5	8
Dartmouth	28308	639	347	35138	34	191	10	100	449	48	28	12	5	2	9
Dedham	23823	595	238	45687	43	238	9	78	297	0	11	2	5	2	2
Deerfield	5217	132	44	36004	11	60	4	9	52	18	0	0	0	0	0
Dennis	14260	320	138	27900	14	76	9	24	222	9	56	12	18	2	24
Dighton	5948	195	69	40817	6	27	2	0	26	0	5	1	0	0	4
Douglas	6574	164	129	38362	9	43	0	0	0	0	2	2	0	0	0
Dover	5648	141	104	91376	6	34	5	0	116	0	0	0	0	0	0
Dracut	27269	714	267	45165	103	527	9	16	367	9	28	10	6	4	8
Dudley	9612	236	126	34139	24	130	0	0	0	0	2	1	1	0	0
Dunstable	2663	97	33	62515	8	41	1	0	20	0	3	1	1	1	0
Duxbury	14414	414	164	63878	11	53	10	30	433	26	10	0	5	2	3
East Bridgewater	12282	270	186	42614	32	165	6	16	204	9	11	5	2	1	3
East Brookfield	2085	46	36	38226	5	27	0	0	0	0	4	2	2	0	0
East Longmeadow	14678	383	223	41372	24	136	6	9	288	27	4	0	3	0	1
Eastham	5240	133	55	31339	5	32	0	0	0	0	10	2	2	0	6
Easthampton	15499	374	181	33733	39	207	4	0	83	0	42	13	16	6	7
Easton	21086	490	294	50647	31	170	7	66	260	0	20	8	7	2	3
Edgartown	3468	38	50	36285	8	45	1	0	18	0	9	7	2	0	0
Egremont	1207	38	8	31437	0	0	0	0	0	0	1	0	1	0	0

Information compiled from 1990 US Census, MISER, OCCS, and the Heller Graduate School of Management at Brandeis University. GDC=Group Day Care, FCC= Family Child Care and SAAC= School Age Provider

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Erving	1392	42	11	30469	4	22	0	0	0	0	1	1	0	0	0
Essex	3284	129	77	46304	4	20	0	0	0	0	0	0	0	0	0
Everett	36307	921	366	30786	39	221	4	0	106	0	87	31	27	8	21
Fairhaven	16308	379	177	30097	14	88	5	60	144	51	19	8	4	2	5
Fall River	90281	2686	1411	22452	32	180	26	233	1346	25	190	73	46	11	60
Falmouth	29237	642	303	33944	46	251	13	41	386	18	34	11	17	0	6
Fitchburg	38831	1285	594	27101	78	430	12	78	536	9	96	41	26	8	21
Florida	779	42	11	29808	0	0	0	0	0	0	0	0	0	0	0
Foxborough	15813	498	181	45405	28	150	8	22	307	13	13	2	5	2	4
Framingham	64670	1633	598	42948	108	619	24	297	1003	9	74	32	15	2	25
Franklin	24981	706	470	50679	66	336	13	127	486	0	17	2	7	1	7
Freetown	8659	203	105	45497	9	48	3	23	56	0	6	4	0	0	2
Gardner	20473	715	285	28035	41	219	9	55	292	36	24	9	4	3	8
Gay Head	190	2	2	18250	0	0	0	0	0	0	0	0	0	0	0
Georgetown	7194	154	130	44861	22	132	3	16	93	9	2	0	0	0	2
Gill	1523	60	21	35057	7	42	2	0	78	0	9	1	4	0	4
Gloucester	28161	729	333	32690	43	231	14	22	439	27	22	6	9	1	6
Goshen	946	18	9	39554	2	11	0	0	0	0	1	0	0	0	1
Gosnold	170	0	0	38125	0	0	0	0	0	0	0	0	0	0	0
Grafton	13631	365	158	42310	43	231	7	7	239	18	3	2	1	0	0
Granby	6065	121	77	41277	21	112	2	23	89	9	2	0	1	1	0
Granville	1531	45	10	41591	2	9	0	0	0	0	0	0	0	0	0
Great Barrington	8166	186	162	32345	13	73	4	32	103	18	24	11	9	2	2
Greenfield	18768	462	260	26680	66	358	7	13	195	0	29	10	8	4	7
Groton	8775	281	173	55169	21	105	3	18	122	18	6	0	2	1	3
Groveland	5611	203	89	48351	21	109	2	0	41	0	5	2	1	0	2
Hadley	4509	65	67	36864	11	62	1	0	24	0	8	2	3	1	2
Halifax	6838	200	114	37197	7	31	2	0	59	0	10	1	2	1	6
Hamilton	7539	232	99	49167	4	21	5	34	237	0	0	0	0	0	0
Hampden	4804	125	52	46638	6	29	0	0	0	0	3	0	0	1	2
Hancock	687	11	6	32656	1	4	0	0	0	0	3	1	1	0	1
Hanover	12457	405	152	54759	12	73	10	23	290	21	10	1	6	1	2
Hanson	9564	276	124	45515	14	77	4	27	121	0	13	7	5	0	1
Hardwick	2530	88	71	30139	5	29	0	0	0	0	0	0	0	0	0
Harvard	11478	591	307	47299	7	36	2	0	98	0	1	0	1	0	0
Harwich	11007	228	124	28259	18	111	5	0	98	9	28	5	9	4	10
Hatfield	3384	88	26	38864	9	47	0	0	0	0	2	0	1	0	1
Haverhill	54417	1822	747	36945	163	887	16	86	749	20	149	38	35	19	57
Hawley	314	12	2	28875	0	0	0	0	0	0	0	0	0	0	0
Heath	799	24	15	30179	3	16	0	0	0	0	0	0	0	0	0
Hingham	21203	492	318	60274	20	115	10	16	306	0	12	1	3	1	7
Hinsdale	2094	62	41	33714	3	13	0	0	0	0	2	0	0	0	2
Holbrook	10993	257	98	37775	21	114	3	0	68	0	19	5	5	3	6
Holden	15613	462	176	49143	40	205	5	13	185	0	2	2	0	0	0
Holland	2239	89	50	36941	11	60	0	0	0	0	1	1	0	0	0

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Holliston	14154	433	117	58018	49	281	7	28	181	0	1	0	1	0	0
Holyoke	39708	1720	728	22858	79	446	16	117	543	44	140	56	29	11	44
Hopedale	5777	212	113	44961	8	46	3	0	88	18	4	2	2	0	0
Hopkinton	10388	400	168	54356	38	208	6	55	178	9	0	0	0	0	0
Hubbardston	3156	92	64	42650	10	54	1	0	24	0	9	3	2	2	2
Hudson	18378	469	236	45191	46	244	6	66	177	18	11	6	5	0	0
Hull	10727	263	172	37683	13	78	3	0	64	0	12	2	3	2	5
Huntington	2327	73	39	33438	7	38	0	0	0	0	4	1	1	0	2
Ipswich	11823	297	156	42386	14	78	8	13	287	0	3	0	0	0	3
Kingston	9791	283	121	40872	22	116	4	16	98	18	0	0	0	0	0
Lakeville	8496	246	108	44861	19	110	2	16	70	18	6	1	2	1	2
Lancaster	6934	129	96	41552	16	90	0	0	0	0	5	2	2	0	1
Lanesborough	3158	104	47	36429	6	32	0	0	0	0	3	1	1	0	1
Lawrence	69589	2692	1223	22183	378	2131	16	72	933	25	898	228	277	109	284
Lee	5595	179	53	33613	9	48	2	17	59	0	26	7	9	2	8
Leicester	10624	251	134	40321	21	108	5	26	173	16	8	4	1	1	2
Lenox	5156	92	46	34500	5	26	2	0	15	0	9	1	4	2	2
Leominster	40369	1103	533	35974	128	683	11	20	465	36	71	27	18	5	21
Leverett	1951	40	36	45888	6	34	1	13	26	0	0	0	0	0	0
Lexington	30804	745	275	67389	28	164	16	222	778	0	7	5	1	0	1
Leyden	719	28	26	32400	2	11	0	0	0	0	0	0	0	0	0
Lincoln	7544	302	206	57512	3	16	3	18	145	0	0	0	0	0	0
Littleton	7504	237	115	51425	32	168	5	58	124	12	2	0	1	0	1
Longmeadow	16152	513	178	63203	11	58	5	71	196	0	3	2	1	0	0
Lowell	104132	3457	1935	29351	226	1253	12	97	1146	45	191	69	48	19	55
Ludlow	19462	449	250	36247	25	129	4	0	135	0	13	4	7	1	1
Lunenburg	9759	225	120	43199	26	143	2	6	72	9	6	3	2	1	0
Lynn	80049	2552	1250	28553	125	688	17	105	669	34	276	100	68	25	83
Lynnfield	11846	306	109	58561	7	40	2	0	86	0	0	0	0	0	0
Malden	52190	1242	652	34344	68	374	12	58	436	22	188	44	57	27	60
Manchester by the Sea	5365	164	57	52806	3	13	3	12	108	0	2	1	0	0	1
Mansfield	18864	535	304	47080	59	300	12	114	392	18	10	3	0	0	7
Marblehead	20884	346	225	53333	10	48	13	160	502	17	9	3	6	0	0
Marion	6037	123	69	46189	3	14	4	19	120	0	4	0	0	0	4
Marlborough	33430	766	396	41315	100	537	14	218	552	31	40	15	12	3	10
Marshfield	22575	676	355	48986	26	129	5	28	231	9	31	8	8	3	12
Mashpee	9238	234	144	32524	38	191	3	0	77	9	56	18	13	4	21
Mattapoisett	5921	191	66	40467	9	52	3	25	74	0	7	2	3	0	2
Maynard	10352	332	132	43253	23	117	3	0	121	0	5	0	4	1	0
Medfield	11859	367	211	66084	11	68	4	13	155	0	1	0	0	1	0
Medford	56478	1132	581	38859	60	327	14	62	600	18	83	33	31	6	13
Medway	11377	313	154	54857	33	178	6	15	223	12	3	0	1	0	2
Melrose	27121	623	410	44109	42	229	11	80	472	9	8	5	3	0	0
Mendon	4288	155	62	55914	10	50	2	32	88	9	2	1	0	0	1
Merrimac	5536	145	110	41236	21	115	1	0	49	0	9	3	2	2	2

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Methuen	41892	1085	448	37701	110	583	13	65	691	81	96	27	24	8	37
Middleborough	19000	532	293	36573	20	106	10	25	245	23	20	11	3	1	5
Middlefield	452	9	9	36319	2	10	0	0	0	0	2	1	1	0	0
Middleton	5162	159	86	46096	11	60	1	32	57	0	2	0	1	1	0
Milford	24338	771	354	38180	54	287	14	123	426	59	47	7	15	7	18
Millbury	12567	373	160	37438	38	207	3	9	141	0	8	7	1	0	0
Millis	7491	226	85	50090	35	179	5	35	185	0	0	0	0	0	0
Millville	2666	80	33	40154	5	26	0	0	0	0	0	0	0	0	0
Milton	26908	723	360	53130	39	224	13	37	431	16	20	4	6	5	5
Monroe	149	7	4	38125	0	0	0	0	0	0	0	0	0	0	0
Monson	7890	188	125	35958	15	76	1	8	64	0	8	1	4	1	2
Montague	7622	212	137	27177	24	132	1	0	20	0	0	0	0	0	0
Monterey	862	16	6	29659	1	5	0	0	0	0	0	0	0	0	0
Montgomery	749	21	8	46818	1	6	0	0	0	0	0	0	0	0	0
Mount Washington	134	3	0	42188	0	0	0	0	0	0	0	0	0	0	0
Nahant	4021	85	36	47212	5	29	1	0	39	0	0	0	0	0	0
Nantucket	7085	204	100	40331	17	96	5	20	134	0	4	2	0	1	1
Natick	30765	762	431	49229	79	433	14	122	550	9	9	5	0	0	4
Needham	27482	750	328	60357	39	226	13	122	498	0	12	4	1	1	6
New Ashford	210	8	0	32143	0	0	0	0	0	0	0	0	0	0	0
New Bedford	97761	3037	1415	22647	50	272	24	140	1112	94	303	104	85	23	91
New Braintree	901	38	22	43214	1	5	0	0	0	0	0	0	0	0	0
New Marlborough	1922	37	18	30577	0	0	0	0	0	0	18	9	7	2	0
New Salem	1948	22	5	35625	3	16	0	0	0	0	0	0	0	0	0
Newbury	5682	208	86	44068	7	37	2	0	34	0	0	0	0	0	0
Newburyport	15552	359	217	38618	13	71	6	62	333	9	9	0	1	3	5
Newton	83493	1765	790	59719	115	691	52	390	1874	57	35	7	12	1	15
Norfolk	9659	338	185	63763	23	113	0	0	0	0	1	1	0	0	0
North Adams	18264	386	239	22100	50	286	4	16	148	0	70	28	11	11	20
North Andover	23999	594	341	51692	37	208	8	75	320	36	19	2	5	2	10
North Attleborough	25084	838	369	41983	46	244	6	9	287	8		0			
North Brookfield	5507	387	196	57963	13	71	1	0	20	0	2	0	1	0	1
North Reading	11721	401	102	52707	20	115	5	19	159	16	2	1	1	0	0
Northampton	31328	520	284	31097	62	337	15	50	490	18	74	25	26	10	13
Northborough	13009	477	226	36634	42	224	10	59	347	0	7	0	3	0	4
Northbridge	13793	148	100	31868	33	182	3	16	114	0	9	2	2	1	4
Northfield	4004	77	36	32580	10	51	3	12	54	0	0	0	0	0	0
Norton	14814	455	235	43861	39	196	5	0	199	9	10	2	2	0	6
Norwell	9575	258	162	60462	12	70	6	90	227	18	5	2	0	0	3
Norwood	29396	664	404	42805	51	285	12	114	439	18	20	7	7	2	4
Oak Bluffs	3116	48	80	31117	3	14	0	0	0	0	9	3	5	0	1
Oakham	1611	60	30	41295	2	12	1	0	38	0	2	0	0	0	2
Orange	7403	240	92	26271	20	110	3	0	60	0	6	4	1	0	1
Orleans	6361	106	20	29519	4	21	2	0	61	0	12	4	2	2	4
Otis	1185	42	22	30817	3	16	0	0	0	0	7	2	1	1	3

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Oxford	13323	364	191	36682	33	170	4	0	140	0	10	3	0	2	5
Palmer	12545	317	154	31159	34	176	9	34	311	9	12	5	2	1	4
Paxton	4213	109	82	49176	13	61	1	0	24	0	1	1	0	0	0
Peabody	49788	1154	470	39800	67	368	19	76	855	70	44	13	17	3	11
Pelham	1437	44	18	49050	6	31	1	16	20	0	86	30	31	7	18
Pembroke	15532	496	271	46932	13	64	5	16	187	26	23	6	15	1	1
Pepperell	10739	415	209	44492	24	126	3	16	112	7	5	1	1	1	2
Peru	821	31	8	34688	2	9	0	0	0	0	0	0	0	0	0
Petersham	1190	26	8	39063	0	0	1	0	24	0	2	0	1	0	1
Phillipston	1620	42	16	35573	1	6	1	0	30	0	18	6	3	0	9
Pittsfield	48642	1336	693	29987	88	473	22	156	675	65	208	64	47	20	77
Plainfield	583	21	5	30673	3	16	0	0	0	0	3	0	2	0	1
Plainville	7217	185	104	41758	15	78	7	73	223	24	1	0	0	0	1
Plymouth	48687	1542	669	39886	106	527	11	62	440	9	110	28	42	15	25
Plympton	2644	99	24	46151	7	33	0	0	0	0	5	0	2	1	2
Princeton	3353	125	48	52708	3	18	1	0	20	0	4	2	0	0	2
Provincetown	3332	64	28	20487	0	0	0	0	0	0	1	1	0	0	0
Quincy	84920	1924	814	35858	62	358	28	246	974	36	159	60	39	8	52
Randolph	31220	811	371	43244	61	338	9	76	319	18	91	30	28	8	25
Raynham	10684	209	135	44846	17	95	4	8	122	9	6	0	5	0	1
Reading	23688	676	316	52783	44	224	7	15	225	0	4	1	2	1	0
Rehoboth	9485	238	78	44967	11	61	1	0	18	0	3	2	1	0	0
Revere	43698	1007	408	30659	41	217	12	0	301	0	95	26	34	5	30
Richmond	1908	47	22	47857	4	20	1	0	24	0	0	0	0	0	0
Rochester	4234	77	34	42000	4	26	2	9	30	0	1	0	1	0	0
Rockland	17034	413	226	39800	21	114	5	50	280	8	31	13	7	3	8
Rockport	8106	120	98	35195	12	62	4	28	74	9	0	0	0	0	0
Rowe	361	5	10	36429	0	0	0	0	0	0	1	1	0	0	0
Rowley	4967	191	59	47967	9	46	4	35	90	9	4	2	1	0	1
Royalston	987	42	29	33333	2	12	0	0	0	0	1	0	1	0	0
Russell	1806	55	22	36927	7	38	0	0	0	0	3	0	2	1	0
Rutland	5635	195	67	44087	19	97	0	0	0	0	1	1	0	0	0
Salem	40054	885	416	32645	41	217	18	131	646	52	104	31	29	14	30
Salisbury	6907	165	100	35679	13	68	3	0	49	0	12	2	5	1	4
Sandisfield	652	20	11	32417	1	6	0	0	0	0	0	0	0	0	0
Sandwich	17481	504	187	43500	48	248	3	0	63	0	74	17	20	9	28
Saugus	25558	603	261	41919	30	167	2	0	164	0	8	2	4	0	2
Savoy	677	10	9	33438	2	9	0	0	0	0	0	0	0	0	0
Scituate	17174	429	260	52044	20	105	6	9	202	9	10	3	1	2	4
Seekonk	13798	376	177	43353	12	65	9	25	352	36	6	1	2	1	2
Sharon	16081	475	335	61692	48	303	8	9	322	0	5	3	1	1	0
Sheffield	3197	91	38	29243	11	57	2	0	35	18	12	6	3	1	2
Shelburne	1936	56	31	27639	5	28	1	9	20	0	1	1	0	0	0
Sherborn	4423	118	22	93925	4	24	3	8	79	0	1	0	0	0	1
Shirley	6251	194	90	38377	14	84	1	0	27	0	4	1	2	1	0

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Shrewsbury	26306	663	285	44248	69	354	5	65	331	9	3	3	0	0	0
Shutesbury	1844	57	50	39868	1	5	0	0	0	0	1	0	0	0	1
Somerset	18719	350	202	36418	18	103	3	0	177	0	16	6	3	1	6
Somerville	77935	1271	684	32455	63	359	16	83	510	9	284	93	91	20	80
South Hadley	19751	124	82	45132	33	181	7	45	151	8	19	9	4	1	5
Southampton	5796	385	134	38694	16	90	3	15	64	0	8	2	3	1	2
Southborough	7214	247	93	61743	18	91	5	65	160	9	1	0	1	0	0
Southbridge	17388	608	185	27834	30	164	5	0	174	0	26	10	4	3	9
Southwick	8486	200	103	40656	18	97	4	20	109	0	6	1	1	0	4
Spencer	11748	383	148	33201	30	164	3	0	93	8	14	6	1	3	4
Springfield	145892	4980	2554	25656	406	2297	57	314	2559	164	460	157	133	35	135
Sterling	6981	180	122	49345	21	116	4	13	145	0	4	3	1	0	0
Stockbridge	2700	43	14	35405	1	6	3	0	62	0	6	2	1	0	3
Stoneham	21832	484	208	43343	25	147	7	34	181	0	10	6	0	3	1
Stoughton	27757	708	351	42044	45	255	15	119	581	9	25	8	9	1	7
Stow	5945	234	85	66292	14	72	4	86	160	9	5	2	1	0	2
Sturbridge	7574	299	129	40734	35	182	4	0	86	9	3	0	0	0	3
Sudbury	15629	514	222	79092	13	70	12	200	478	9	7	2	2	0	3
Sunderland	3292	132	82	28479	6	30	0	0	0	0	8	3	4	1	0
Sutton	7437	227	186	46491	15	81	3	0	75	0	2	0	0	2	0
Swampscott	14486	287	215	50191	16	91	6	9	274	0	1	0	0	1	0
Swansea	15942	352	161	40117	18	110	6	0	215	9	3	0	0	0	3
Taunton	51243	1473	884	32315	115	601	10	66	538	21	62	9	20	7	26
Templeton	6614	135	85	34395	18	98	2	9	27	0	9	3	3	2	1
Tewksbury	29183	816	312	52572	96	494	8	99	419	9	1	0	0	1	0
Tisbury	3399	106	57	28281	5	29	3	13	82	9	10	2	3	0	5
Tolland	226	6	5	40000	0	0	0	0	0	0	0	0	0	0	0
Topsfield	6114	177	85	64995	8	42	3	25	178	9	0	0	0	0	0
Townsend	9076	342	187	46910	32	172	5	0	164	27	2	1	1	0	0
Truro	1678	47	36	28333	1	6	0	0	0	0	1	1	0	0	0
Tyngsborough	9361	388	156	48842	27	139	4	0	130	9	2	0	0	1	1
Tyringham	504	8	2	48750	0	0	1	0	20	0	0	0	0	0	0
Upton	4797	123	39	45962	12	59	1	0	19	0	0	0	0	0	0
Uxbridge	10757	344	147	40059	44	232	2	0	25	9	5	0	0	0	5
Wakefield	24746	689	340	43960	25	140	10	122	493	18	8	4	1	1	2
Wales	1580	43	24	34207	4	22	0	0	0	0	1	1	0	0	0
Walpole	21891	552	339	51242	44	242	13	115	424	27	11	4	2	3	2
Waltham	60315	1040	525	38514	50	280	22	245	700	65	143	39	61	21	22
Ware	10346	337	186	29425	12	68	5	0	136	27	20	9	6	2	3
Wareham	19553	696	230	29428	25	133	6	5	229	34	37	9	16	1	11
Warren	4745	165	84	30423	7	38	0	0	0	0	3	0	1	1	1
Warwick	748	29	13	31731	3	14	0	0	0	0	10	6	3	0	1
Washington	640	19	11	40250	0	0	2	0	38	0	8	2	4	0	2
Watertown	28121	625	212	43490	39	226	10	67	320	18	40	14	12	4	10
Wayland	12600	346	211	72057	14	81	5	16	155	9	1	1	0	0	0

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Town	1995 Ttl Population	Num of 3 &4 yrs olds	Num of 5 yrs olds	Median Household Income	Num of FCC Providers	Ttl FCC Capacity	Num of GDC	Inf./Tod. Capacity	Preschool Capacity	Mixed Age Capacity	Ttl Subsidized Waitlist	Inf./Tod. Waitlist	Preschool Waitlist	5& 6 yrs Olds Waitlist	SAAC Waitlist
Webster	16117	467	255	30067	37	206	5	81	172	18	20	7	8	2	3
Wellesley	28092	662	318	79111	36	216	15	154	739	0	3	1	1	0	1
Wellfleet	2470	45	23	24149	1	5	2	0	32	0	0	0	0	0	0
Wendell	1070	23	12	28869	3	15	0	0	0	0	1	0	0	0	1
Wenham	4471	87	55	53872	1	5	1	0	30	0	0	0	0	0	0
West Boylston	6812	336	113	44044	16	84	2	0	44	0	1	0	1	0	0
West Bridgewater	6553	168	92	40613	12	58	7	94	385	0	7	0	4	0	3
West Brookfield	3622	175	89	42830	3	17	1	0	24	0	1	1	0	0	0
West Newbury	6070	93	45	56591	9	41	0	0	0	0	0	0	0	0	0
West Springfield	27203	1147	571	33498	57	308	6	9	354	18	29	13	7	1	8
West Stockbridge	1771	53	21	32132	1	5	0	0	0	0	4	2	1	0	1
West Tisbury	2791	65	27	32422	5	32	4	0	94	9	9	2	3	3	1
Westborough	15415	88	77	39055	15	81	9	109	406	9	5	2	2	1	0
Westfield	41867	774	341	32194	71	382	9	16	432	18	54	19	9	8	18
Westford	17271	565	309	60566	45	251	7	138	371	9	6	2	2	0	2
Westhampton	1550	59	9	44423	5	24	0	0	0	0	0	0	0	0	0
Westminster	6796	179	74	46292	18	100	2	0	44	0	2	1	1	0	0
Weston	12185	264	152	95134	3	16	12	101	441	9	0	0	0	0	0
Westport	14026	268	204	37092	13	70	4	4	90	0	6	2	0	1	3
Westwood	13544	389	226	58559	17	99	5	27	119	9	2	1	0	0	1
Weymouth	54452	1283	657	41586	69	372	16	114	617	24	84	22	20	5	37
Whately	1282	30	16	42235	7	36	1	0	20	0	0	0	0	0	0
Whitman	13539	416	264	40779	15	79	6	0	313	9	7	3	1	0	3
Wilbraham	13139	247	122	50275	15	82	8	17	320	18	4	0	1	0	3
Williamsburg	2623	76	51	40170	7	40	1	0	20	0	4	2	2	0	0
Williamstown	8359	84	68	33949	3	18	5	29	111	9	13	4	4	0	5
Wilmington	19036	643	224	52189	68	355	9	56	306	27	6	2	1	2	1
Winchendon	8946	300	198	32362	38	211	0	0	0	0	12	3	4	2	3
Winchester	20885	518	292	65994	29	162	7	19	203	0	0	0	0	0	0
Windsor	862	36	9	44474	4	20	0	0	0	0	0	0	0	0	0
Winthrop	18196	335	137	37240	6	35	6	26	138	18	30	9	9	4	8
Woburn	36471	859	437	42679	52	294	15	150	624	9	19	6	7	1	5
Worcester	168487	4687	2379	28955	269	1482	51	434	1535	183	316	139	79	17	81
Worthington	1351	38	19	37950	4	27	0	0	0	0	0	0	0	0	0
Wrentham	9931	242	151	46331	16	83	5	43	173	9	0	0	0	0	0
Yarmouth	22334	430	214	27222	27	137	3	25	68	9	63	16	18	5	24

Information compiled from 1990 US Census, MISER, OCCS, and the Heller Graduate School of Management at Brandeis University. GDC=Group Day Care, FCC= Family Child Care and SAAC= School Age Provider

MASSACHUSETTS

FAMILY NETWORK

Name of Grant Program: Massachusetts Family Network **Fund Code:** #296

Purpose: The purpose of this grant program is to expand the Massachusetts Family Network Project, a demonstration project that was established to assess various models of parent outreach, education and support that are effective with families with young children (prenatal through 3 years old). The initiative strives to create collaborative, comprehensive, high quality networks of family services in every community in the Commonwealth that are culturally sensitive, welcoming and accessible to all families with young children (prenatal through 3 years old); emphasize prevention and build upon the strengths of families and the existing resources in a community; provide leadership opportunities for families and young children; and provide opportunities to build community and inter-family relationships.

Priorities: The four priorities of the Project are:

1. Plan and conduct outreach to all families with young children (prenatal through 3 years old) through a variety of methods so that families that may be hard to reach by traditional methods are located organized into voluntary associations of families with young children for mutual support, and offered opportunities to participate in programs.
2. Coordinate a system of community family education and support resources/services for all families with young children (prenatal through 3 years old).
3. Structure opportunities for all families with young children (prenatal through 3 years old) to build upon their own educational experiences, increase parenting skills to enhance their children's development, take leadership roles in the community, and develop community and inter-family relationships.
4. Evaluate the community's Family Network Project and develop a process for making adaptations and improvements based on evaluation information.

Eligibility: Funds are awarded to lead agencies (public schools, Head Start agencies, educational collaboratives, or OCCS licensed child care programs). Only one proposal will be accepted from each community. Lead agencies that already administer Community Partnerships for Children (DOE), School-Linked Services (DOE), Massachusetts Family Centers (CTF), Community Connections (DSS), Healthy Families/First Step/First Link (DPH/CTF) or other existing family education and support initiatives are encouraged to be the lead agency for the Massachusetts Family Network funds. Programs are to be provided by the lead agency and through subcontracts with community providers. **An ongoing, active community coalition/council is required to oversee and govern the local Family Network Project. Parent representation and input is critical to this Project. Coalitions/councils should seek to have a large number of parent representatives.**

Funding: An estimated 5-6 new sites will be selected; each recipient may apply for between $100,000 - $150,000.

Fund Use: Through direct services, referrals and subcontracts with community providers, grant funds must be used to provide (at a minimum) the following program components: a space to implement funded Project activities (e.g., a family center); home visits; child development information; health and developmental screening; adult education; family literacy activities; family and community events; support groups; leadership opportunities; advocacy skills; child care and transportation for Project activities; assistance with meeting basic needs, and support of local coalition building activities.

Project Duration: 9/1/98 - 6/30-99 for FY 99 (continuation of Project subject to legislative appropriation of funds in FY 2000)

Contact Person: Fran Basche or Rachel Weil

Telephone Number: 781-388-3300 extension 210 or 355

Name of Grant Program: Massachusetts Family Network	**Fund Code:** #296

Part III: Required Program Information. Prior to submitting a proposal, the following steps are needed:

- **Broaden or merge an existing community coalition/council to incorporate the Massachusetts Family Network Project**. Coalitions should include **strong parental representation**, as well as community members, clergy, business community, medical community, libraries, higher education, social services, public and private schools, Head Start, Early Intervention, etc. Coalitions/councils should be broadly representative of the racial, ethnic and economic diversity of the community. The coalitions/councils are responsible for developing, implementing and evaluating a coordinated, community-based, family education and support resource/service system; and for developing plans to increase the availability and accessibility of family education and support resources/services. **The coalition/council is responsible for overall governance and decision-making for the local Massachusetts Family Network project including use of grant funds, staffing structure, policy and program implementation.** The coalition/council is not only responsible for governance, but should be a catalyst for systems change in the community.

- **Assess needs and resources in the community.** This includes identifying unmet needs of families with young children (prenatal through 3 years old) and assessing the capacity of existing programs and resources to meet identified needs. If necessary, communities may propose to conduct a more comprehensive needs/resource assessment during the first few months of their new program with grant funds.

- **Select a lead agency.** The coalition/council is responsible for selecting a lead agency. Agencies eligible to apply include public schools, Head Start agencies, educational collaboratives, or OCCS licensed child care programs. The lead agency is responsible for submitting the proposal and providing fiscal management and oversight.

- **Develop a proposal/plan.** The proposal developed by the coalition/council should include plans to coordinate and enhance existing resources/services and provide comprehensive and accessible family education and support for all families with young children (prenatal through 3 years old). The proposal/plan must include the following sections and not exceed ten pages, excluding budget pages and required attachments.

I. **Participating Community(ies):** Include:

A) the name(s) of the city(ies) and/or town(s) participating in the proposed project;
B) the amount of funds requested;
C) the contact person's name, title, agency affiliation, telephone number and E-mail address (if applicable); and
D) the name, address of selected lead agency and contact person at the lead agency if different from person listed under C.

II. **Overview:**

A) state the coalition/council's vision/mission statement and address how the proposed Family Network project fits with that vision/mission;
B) summarize the coalition/council's approach to developing a high quality, comprehensive and accessible community system of family education and support; and
C) state the impact the coalition/council believes the project will have on the community(ies) and families.

III. **Community Profile:** If a formal needs/resource assessment has been completed, the results should be incorporated into this section; for community(ies) that have not completed a formal needs/resource assessment, plans for implementing a comprehensive assessment should be incorporated into this section. This section should describe the participating community(ies) including:

A) demographic information;
B) information on existing resources/services;
C) any lack of existing resources/services and its impact on the community(ies);
D) a description of the strengths and unique characteristics of the participating community(ies); and
E) a summary of the strengths and needs of families with young children (prenatal-3).

IV. **Implementation Plan:** A priority of the MFN project is to build upon the strengths of families and existing resources. Implementation plans should reflect how the local MFN program will link families to each other as well as existing resources/services. MFN components should be offered to families through existing providers. MFN funds may be used to expand/enhance existing resources/services and/or develop resources/services where none exist.

This section must include the following information:

A) a description of the coalition/council's plan for addressing the purpose and priorities of the Massachusetts Family Network Project which incorporate the needs and resources identified in the "Community Profile";
B) a summary and narrative explanation of the information provided in Attachments A and B;
C) a summary of how the local MFN project will collaborate with other existing family education and support initiatives such as Community Partnerships for Children (DOE), School-Linked Services (DOE), Massachusetts Family Centers (CTF), Community Connections (DSS), Healthy Families/First Step/First Link (DPH/CTF), etc.;
D) a **detailed** description of: 1) the roles and responsibilities of the lead agency, coalition/council, program coordinator and other staff funded through the grant; 2) summary of how parent input will be collected and implemented by the coalition/council; 3) the coalition/council's structure, meeting schedule, decision-making process, mechanism for addressing conflict; 4) plans for the overall management and staffing structure of the project; and 5) plans to identify, select and develop a space to implement Project activities;
E) a designation of the lead agency; a description of why it was selected and its qualifications to receive and administer funds, including management of subcontracts;
F) a statement of commitment and understanding between the coalition/council chairs and authorized person at the lead agency regarding the coalition/council as the governing body of the project; and letters of commitment from each participating program/agency; and
G) Attachments A, B, and C.

V. **Evaluation:** Selected local MFN projects are required to complete and submit to the Department a quarterly "Massachusetts Family Network Data Collection Instrument." Collaborating programs/agencies which will offer MFN components through a subcontract with the lead agency must agree to complete applicable sections of the Department's Data Collection Instrument. Copies of this instrument are available upon request. In addition to this requirement, applicants should include a description of the local project's overall evaluation plans. These evaluation plans must include the following:

A) a statement regarding the applicants willingness to participate in the statewide evaluation of the MFN Project conducted by the Department;

B) a plan for evaluating the local MFN program overall and its various components, which includes the following:

1. information on how the required Department of Education MFN Data Collection Instrument will be incorporated into the evaluation design;
2. information on the person(s) responsible, including the role of the coalition/council;
3. information on timelines for evaluation activities;
4. information regarding linkages between the evaluation and the overall MFN goals and priorities; and
5. description of a mechanism for using evaluation information to improve the local project.

VI. **Budget:** Applicants should take into consideration that during FY'99, funds will be spent over a 9 month period; in FY 2000 funding will be spread over a 12 month period. In addition to submitting the required **Part II Budget Detail Page** for FY'99, applicants must include the following:

A) a projected budget for FY 2000 (Part II from Standard Application)

B) a narrative describing the purpose of each item in the proposed budgets (for FY'99 and FY 2000);

C) a description of subcontractual services including names of programs/agencies, nature of services to be provided, and amount of subcontracts (for FY'99 and FY 2000); and

D) a description of any in-kind contributions (FY'99 and FY 2000).

MFN #296 Attachment A: Collaborating Programs/Agencies

Please complete this chart by providing information on the names and types of programs/agencies that will collaborate in order to provide the MFN components. Please designate how the components will be provided, e.g., directly through lead agency, through subcontracts with collaborating agencies, **and/or** through information and referral.

Attachment A: Collaborating Programs/Agencies

MFN Component	Name and Type of Programs/Agencies Providing Components	Provided By Lead Agency	Provided through Subcontract	Provided through I & R
Adult Education				
Advocacy Skills				
Child Care				
Child Development Information				
Family & Community Events				
Family Literacy Activities				
Health & Developmental Screening				
Home Visits				
Leadership Opportunities				
Meeting Basic Needs				
Space for MFN Activities (e.g. family center)				
Support Groups				
Transportation				
Other				
Other				
Other				

MFN #296 Attachment B: Provision of MFN Components

Please complete this chart by providing information on the provision of the required MFN components. Please provide information on the proposed time frame in which each component will be provided; the expected outcomes; and the expected number of families and young children to be served.

Attachment B: Provision of MFN Components

MFN Component	Timeframe	Expected Outcomes	Expected # of Families Served	Expected # of Children (0-3) Served
Adult Education				
Advocacy Skills				
Child Care				
Child Development Information				
Family & Community Events				
Family Literacy Activities				
Health & Developmental Screening				
Home Visits				
Leadership Opportunities				
Meeting Basic Needs				
Space for MFN Activities (e.g. family center)				
Support Groups				
Transportation				
Coalition/Council Activities				
Staffing/Management				
Other				
		TOTAL #'s		

MFN # 296 Attachment C: **Coalition/Council Member List**

Please provide information on the names and affiliated aencies of coalition/council members. If an existing coalition/council has been broadened to include the MFN project, please list the members who will oversee the MFN project, e.g., a subcommittee of the larger committee. A list of the entire coalition/council should be attached to the proposal. **Please copy this form and use additional pages as needed**.

Attachment C: MFN Coalition/Council Members List

Name	Interest/ Representation	Role/Position within Agency/ Program (if applicable)	Address

IMPORTANT NOTE: Please designate parent representatives with an *. For the purposes of this proposal, "parent" is defined as any biological, adoptive or foster parent of a child under the age of four, or a grandparent or other relative who is involved on a daily or weekly basis with the life of a young child, either through custody or on-going care and who serves on the coalition/council purely in their role as a parent, and not as a provider of child or family services. **Those professionals who may be parents but whose role on the coalition/council is to represent service providers or other interested organizations should not be counted as parent representatives.** For example, an early intervention specialist who happens to be the mother of a 2-year-old would not fulfill the role of parent representative. In addition, grandparents whose children and grandchildren live out of the service area should not be counted as a parent representative.